VISION
TOMORROW'S
REALITY



# Transaction and Order Management Defense Agencies Confirm and Pay Model

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#### **Agenda**

- Overview of Approval and Certification Process
- Create a Manual Order Cardholder
- Match Transaction to Order Cardholder
- Match Multiple Transactions to an Order
- Reallocating from the Transaction List Cardholder
- Dispute a Transaction
- Approve Statement Cardholder
- Rejecting Transaction A/BO
- Final Approve Transactions A/BO
- Certify Statement A/BO
- Line Item Detail
- Web-based Training
- A/OPC and Financial Manager Reports



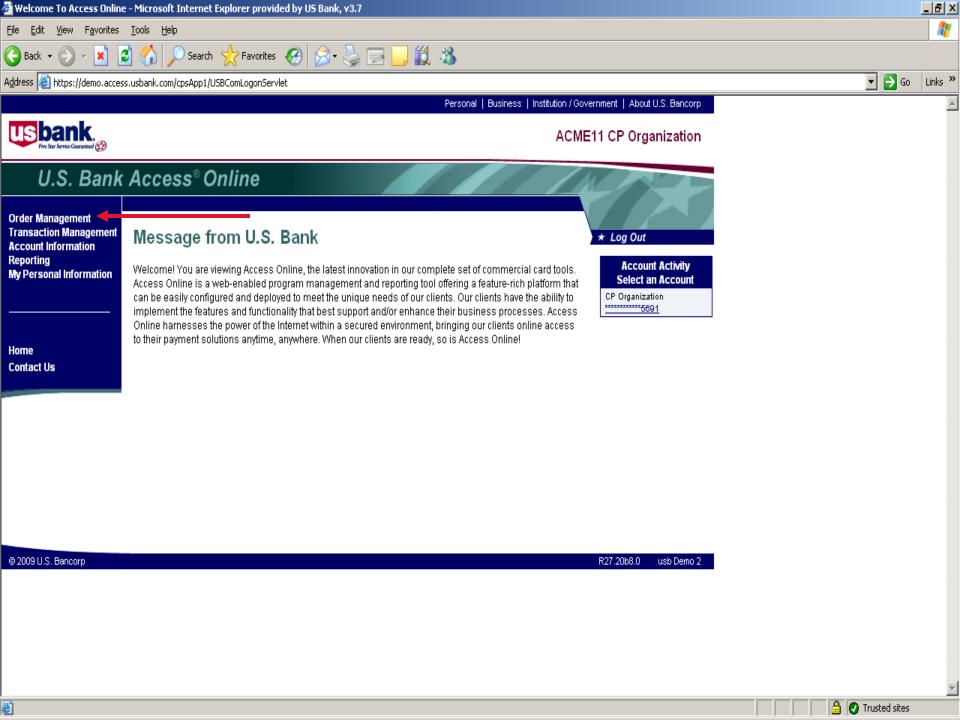
### Overview of Approval and Certification Process

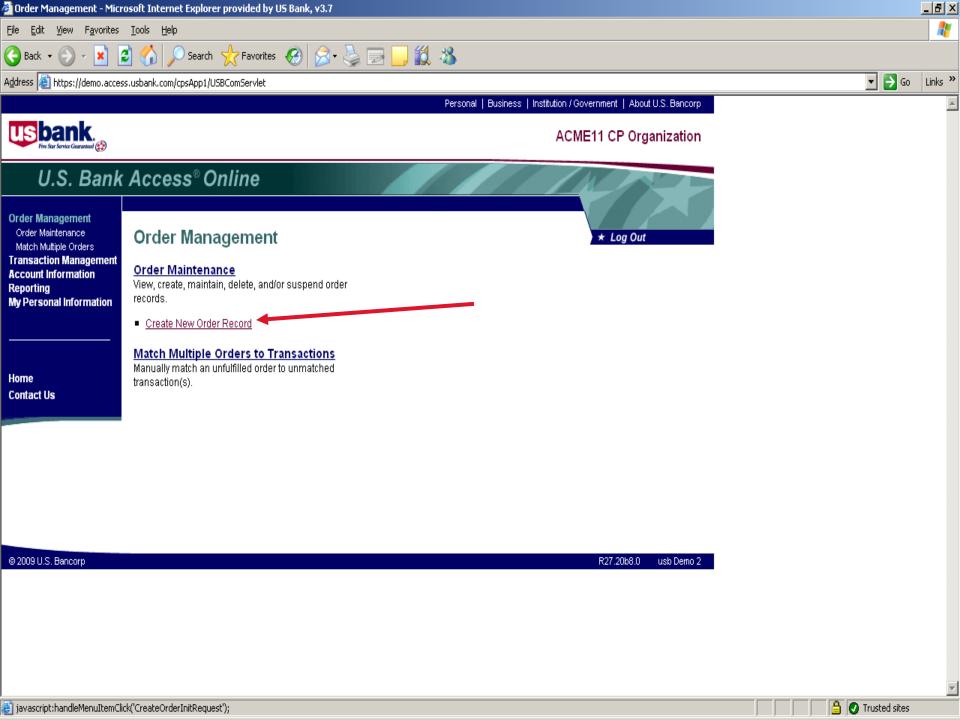
- 1. Cardholder creates order
- 2. Cardholder makes purchase
- 3. Transaction posts
- 4. Cardholder matches order to transaction
- 5. Cardholder approves statement at end of cycle
- Billing/Approving Official (BO/AO) final approves transaction
- 7. BO/AO certifies statement

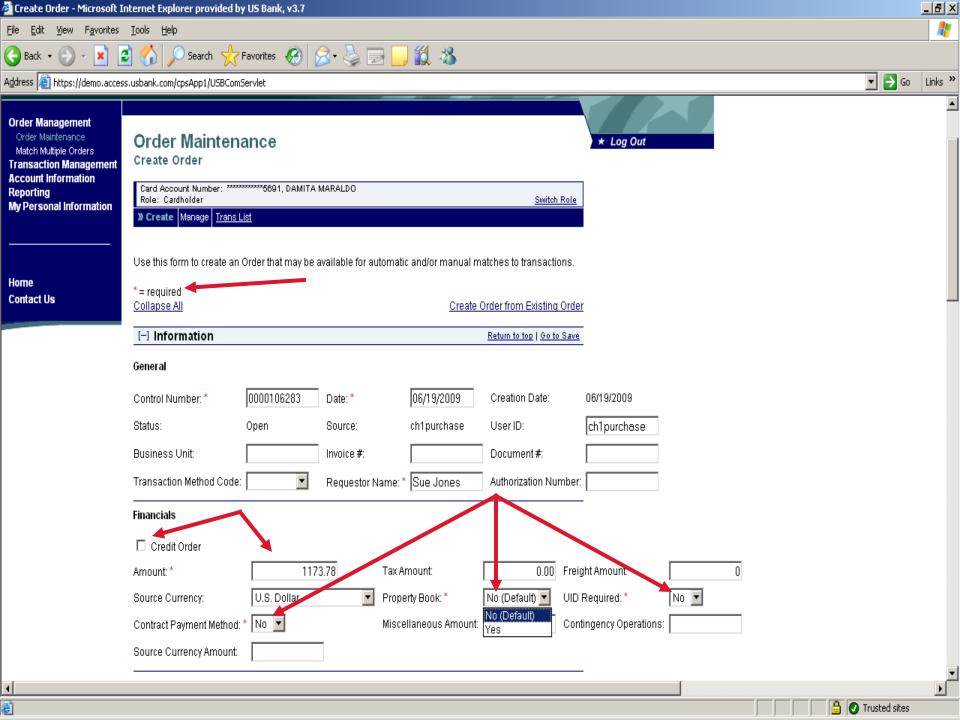


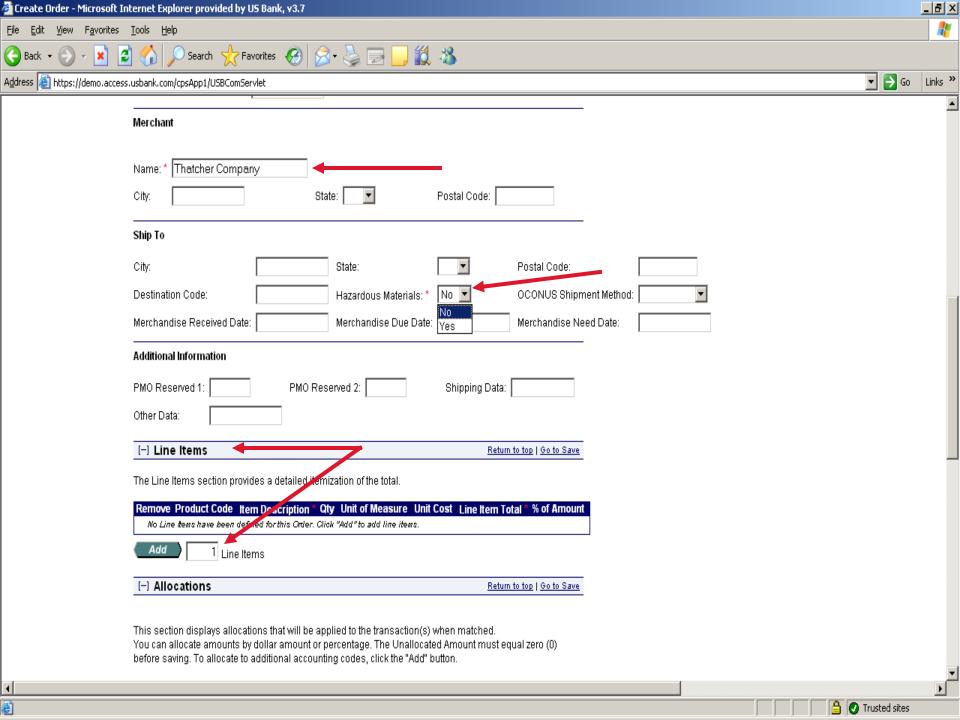
#### **Creating an Order**

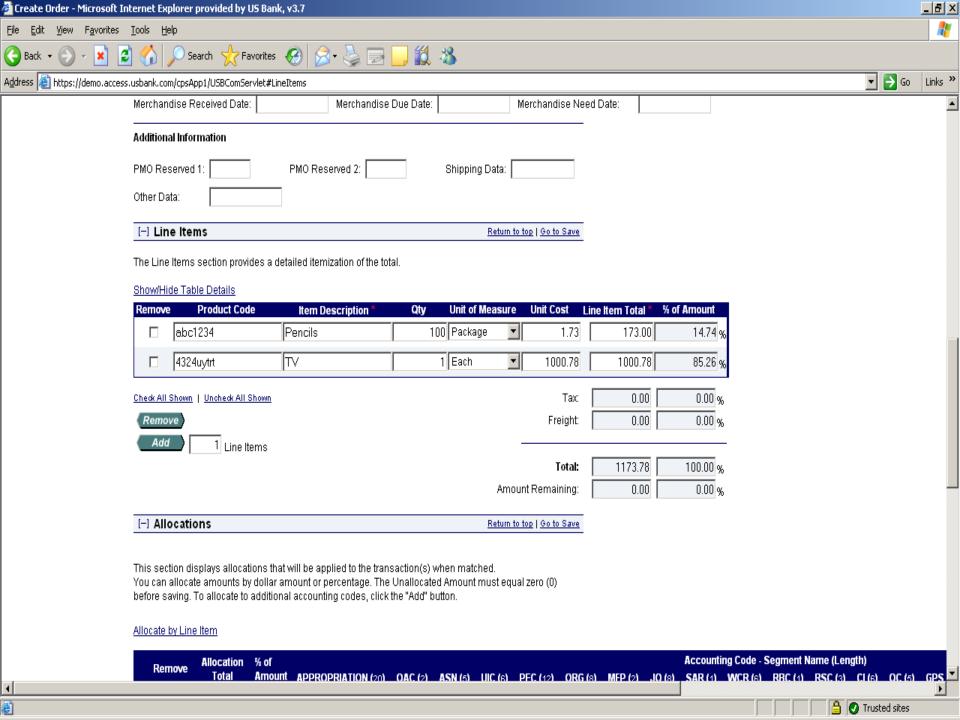


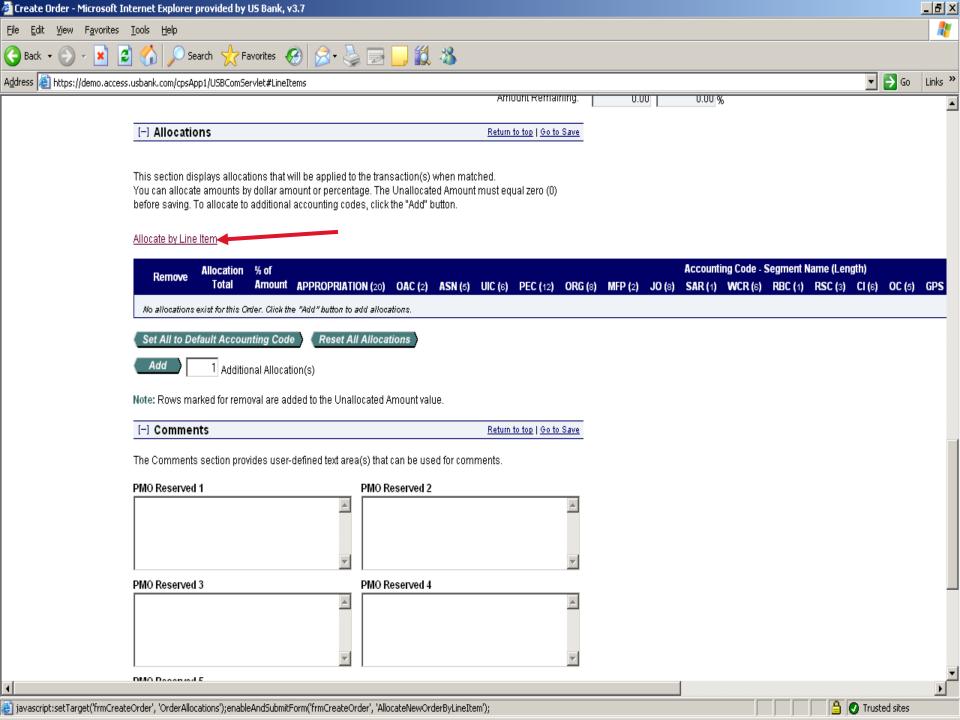


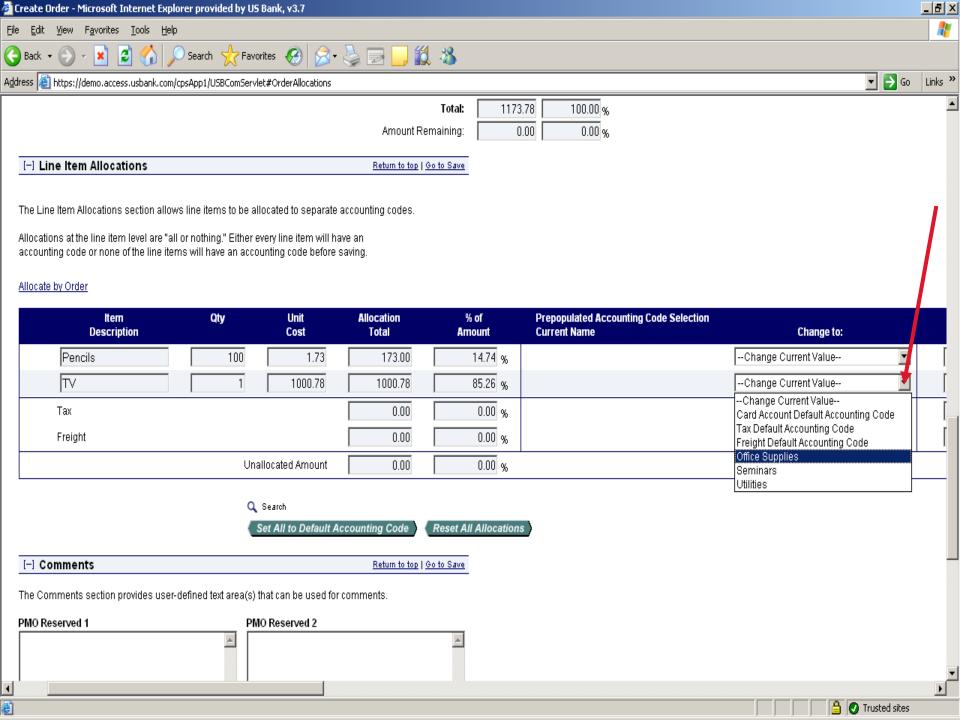


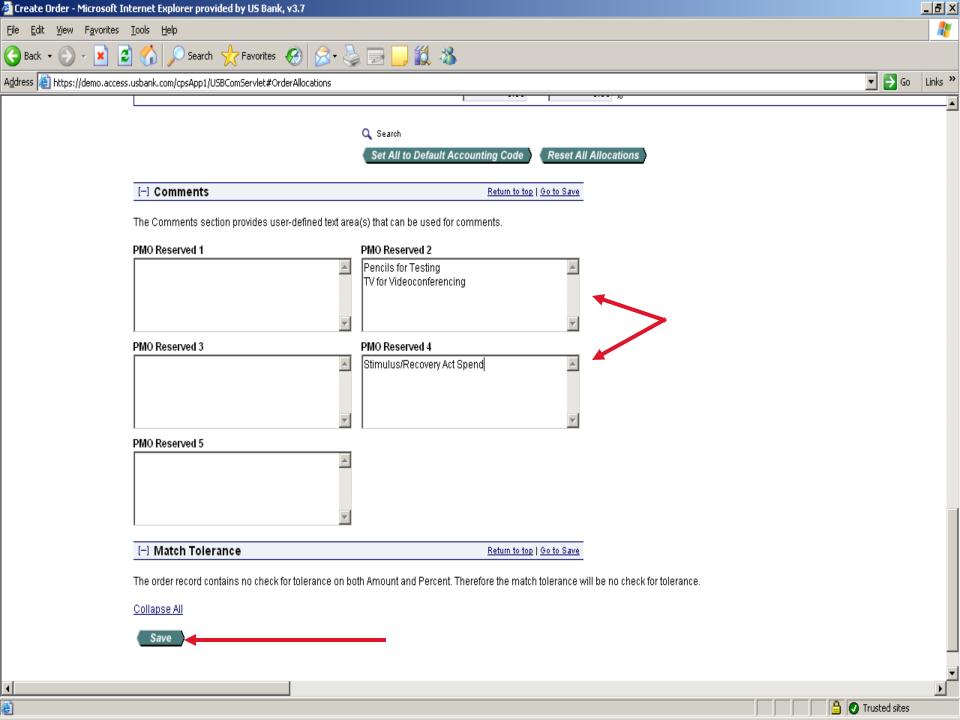


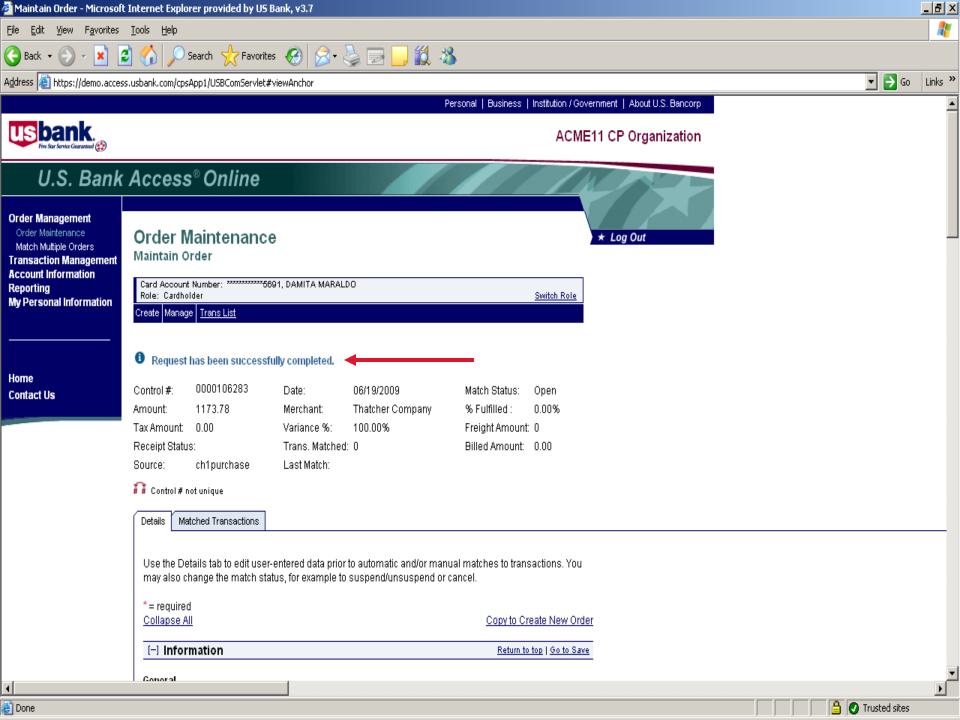






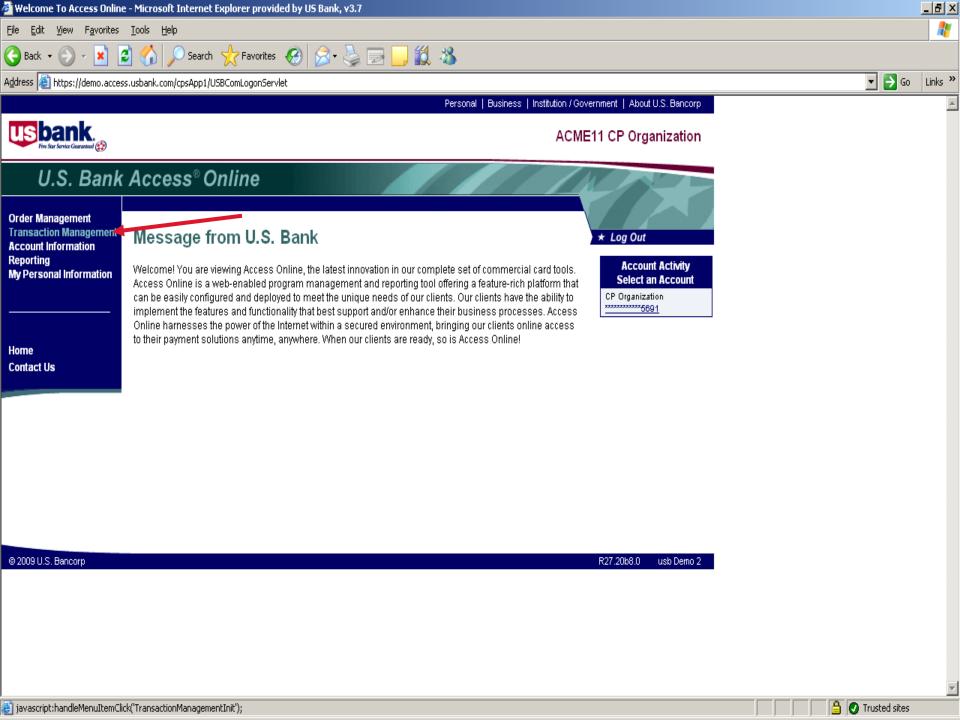


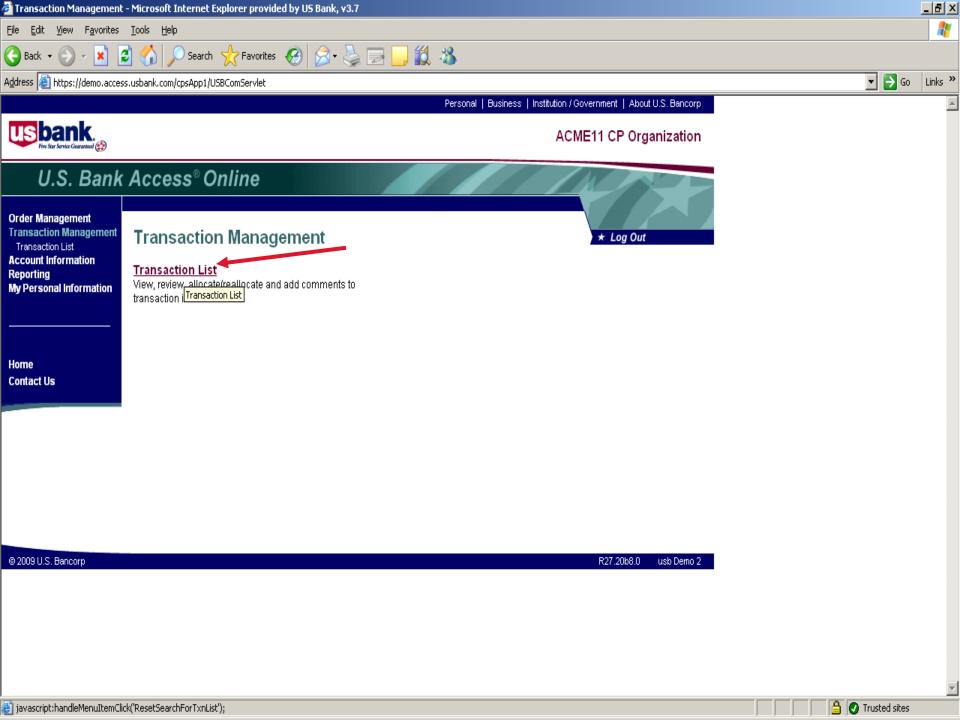


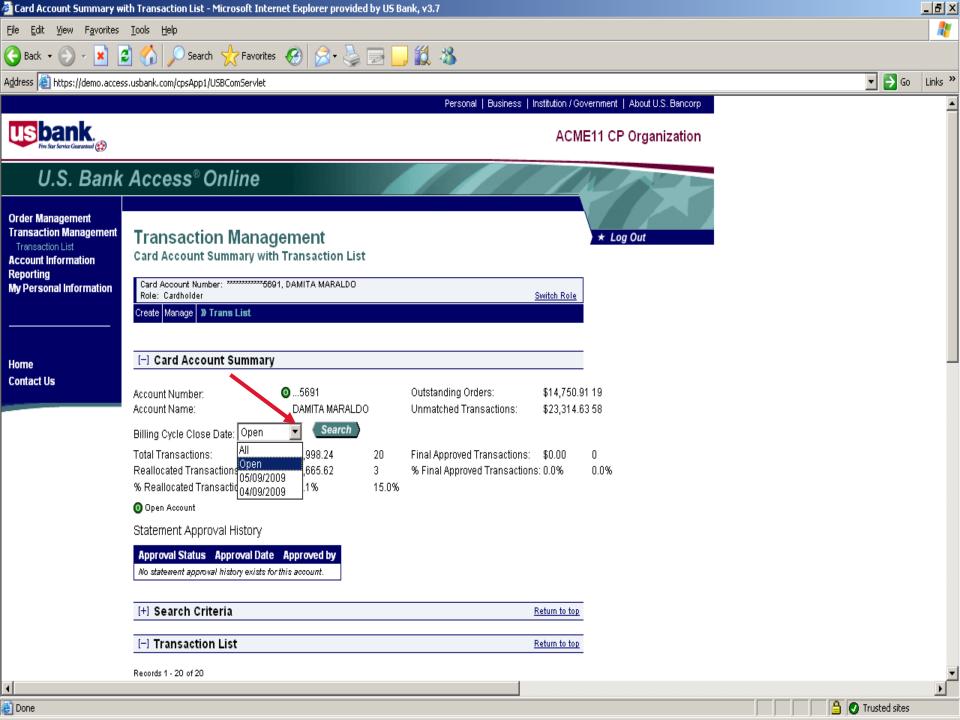


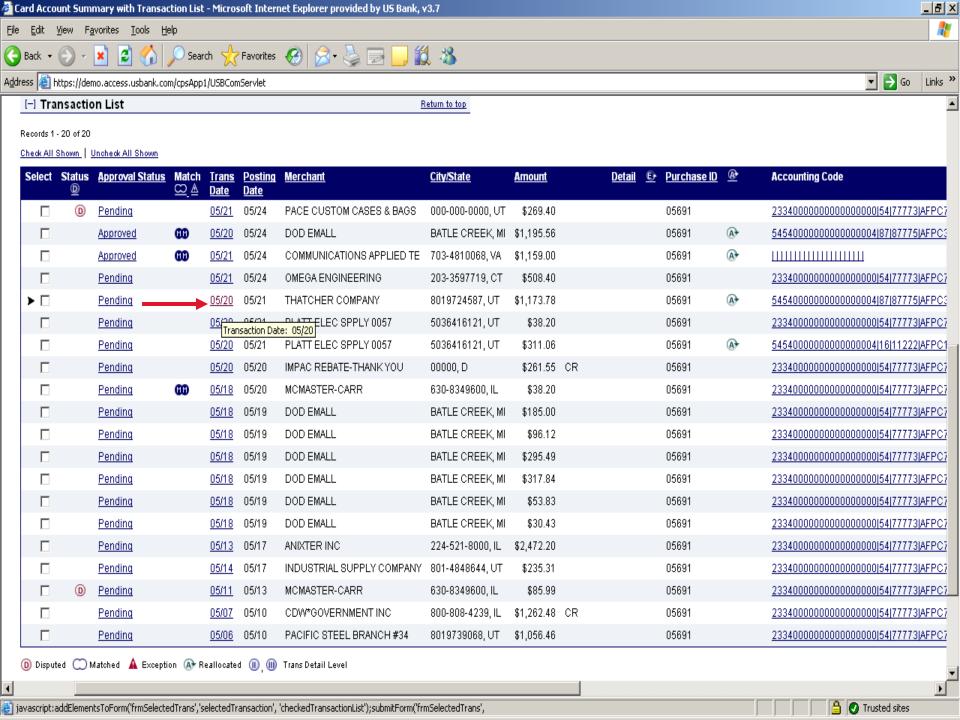
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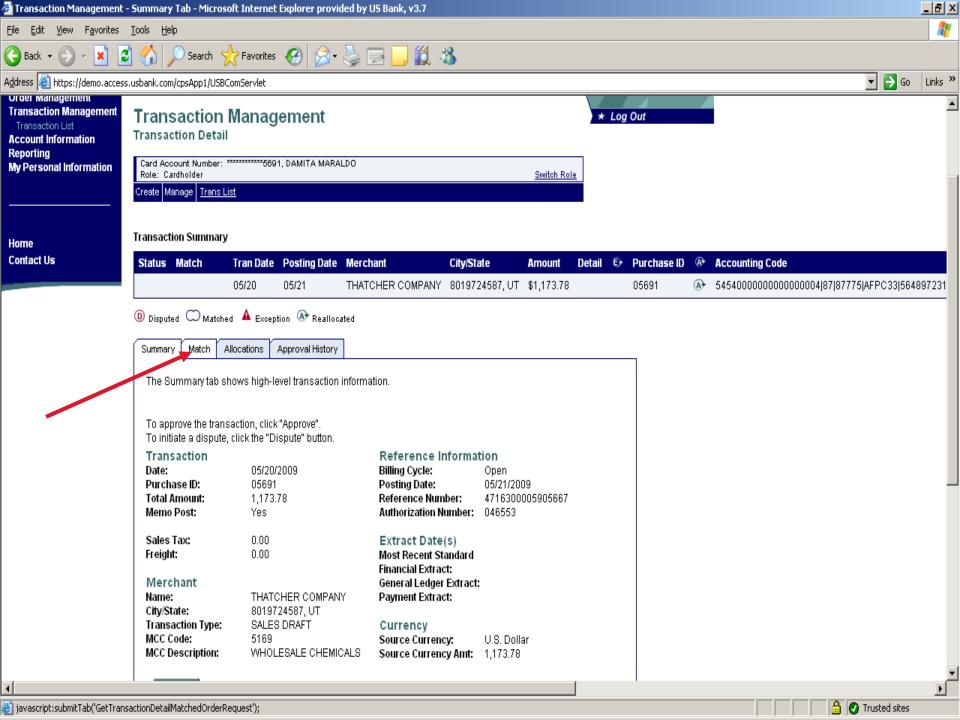


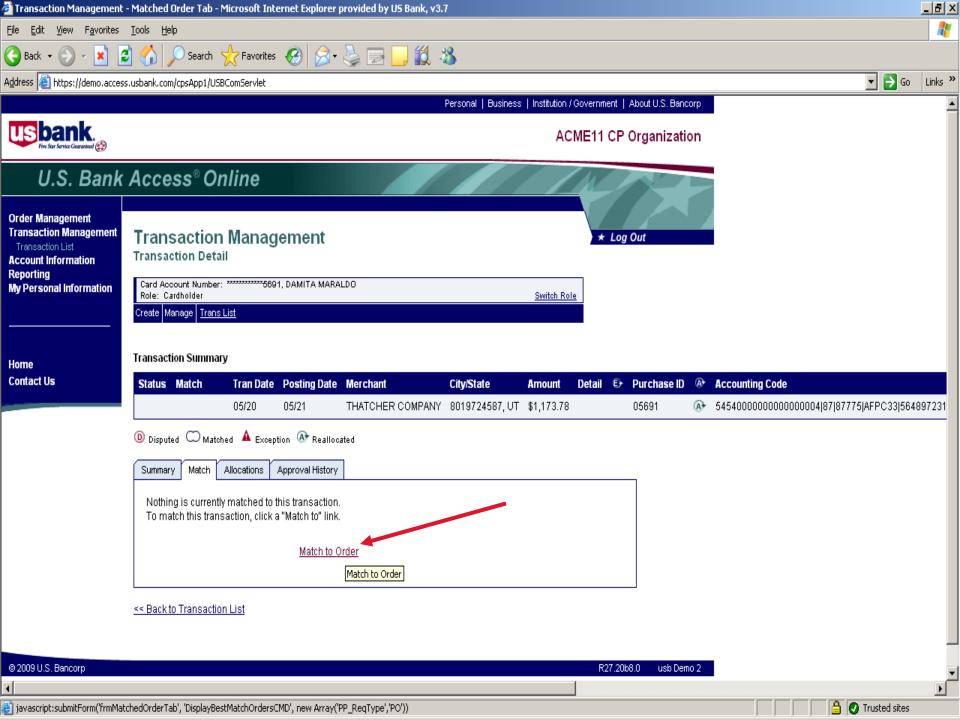


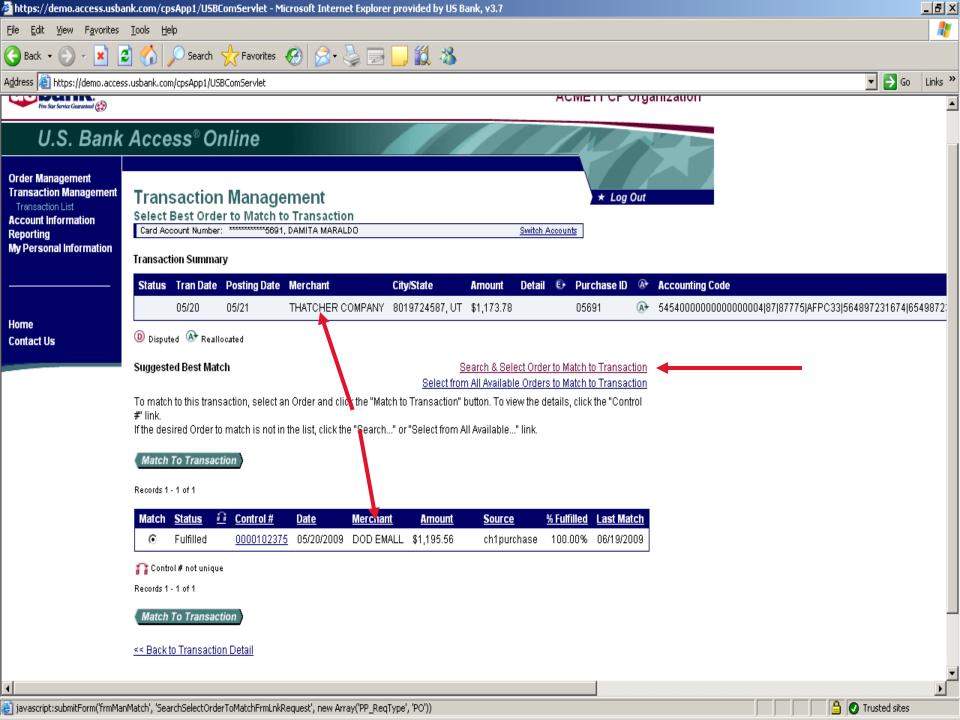


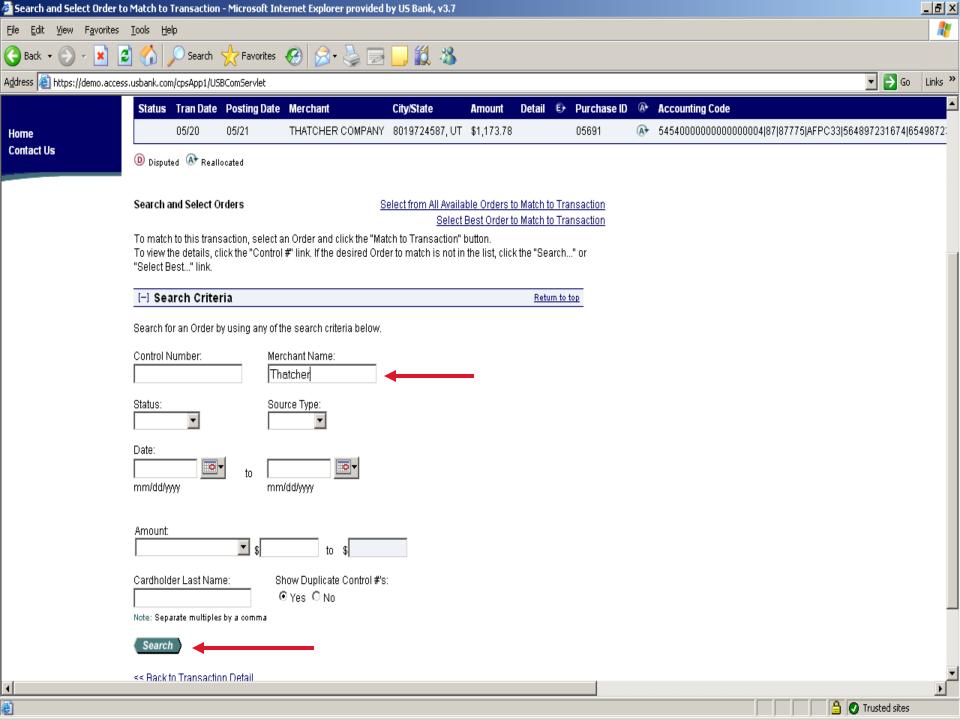


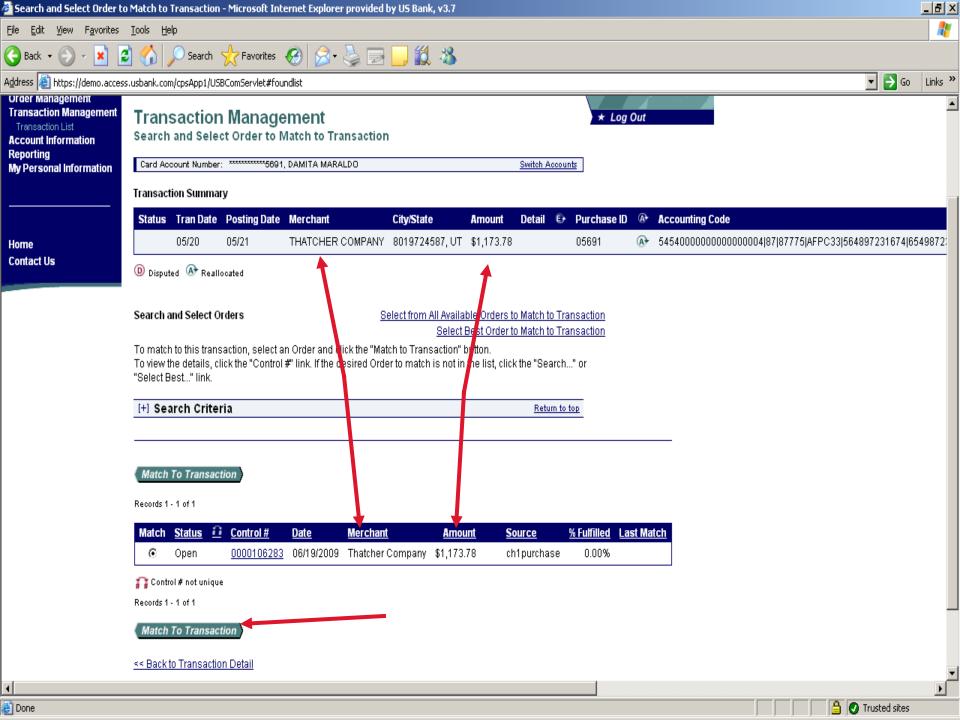


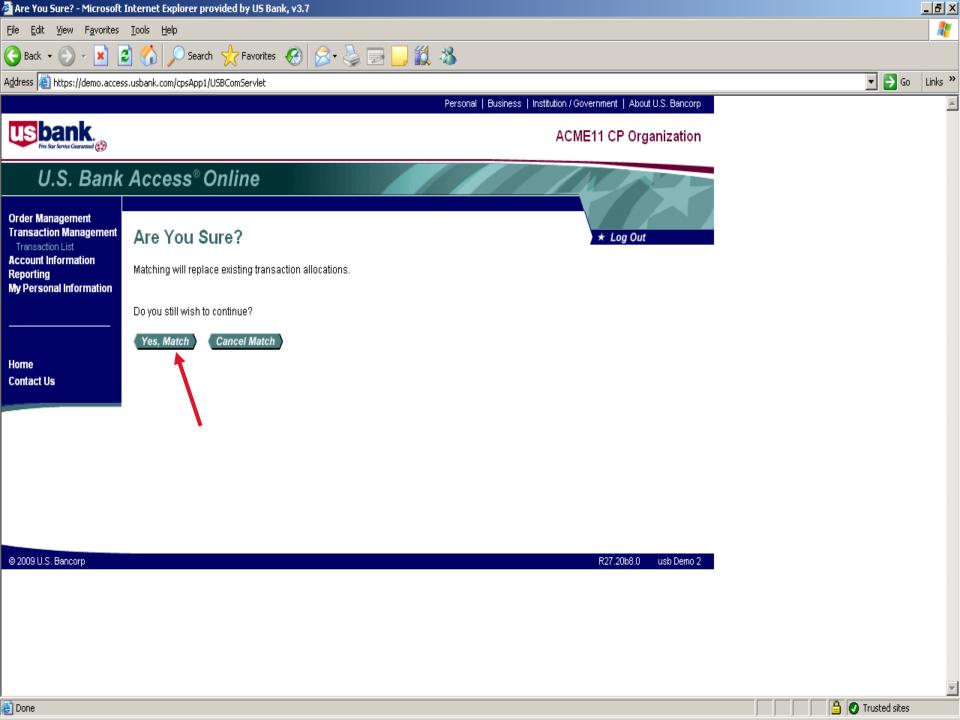


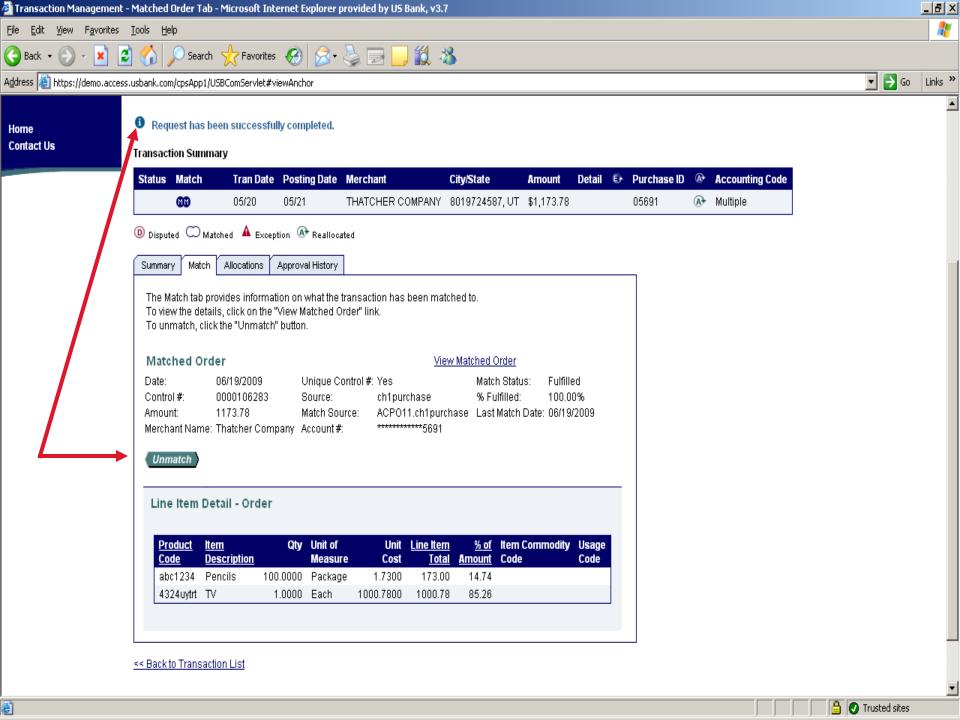






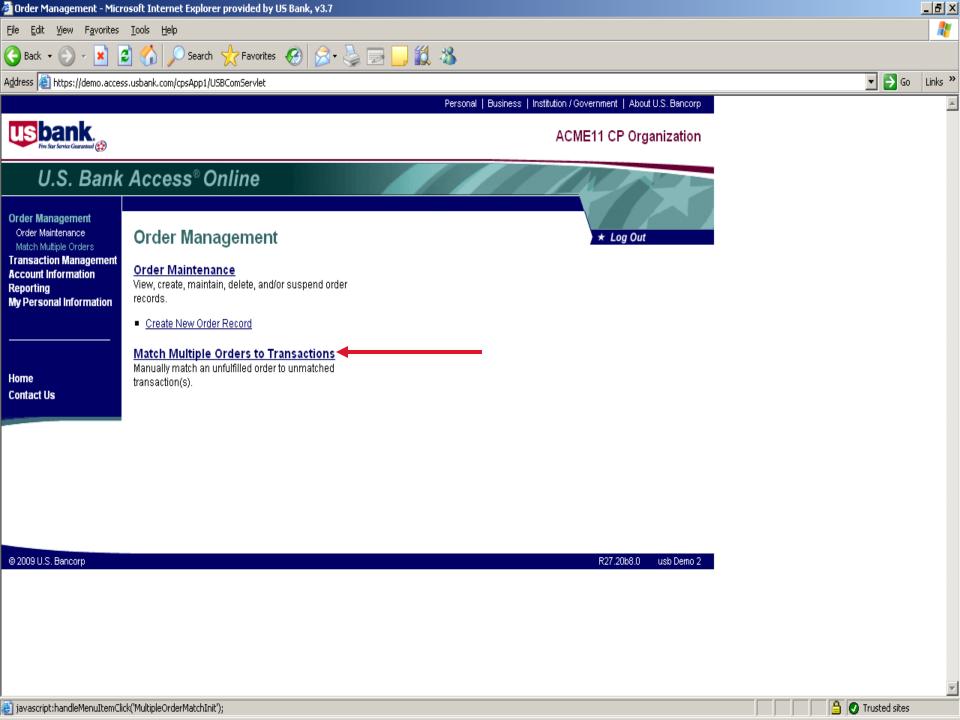


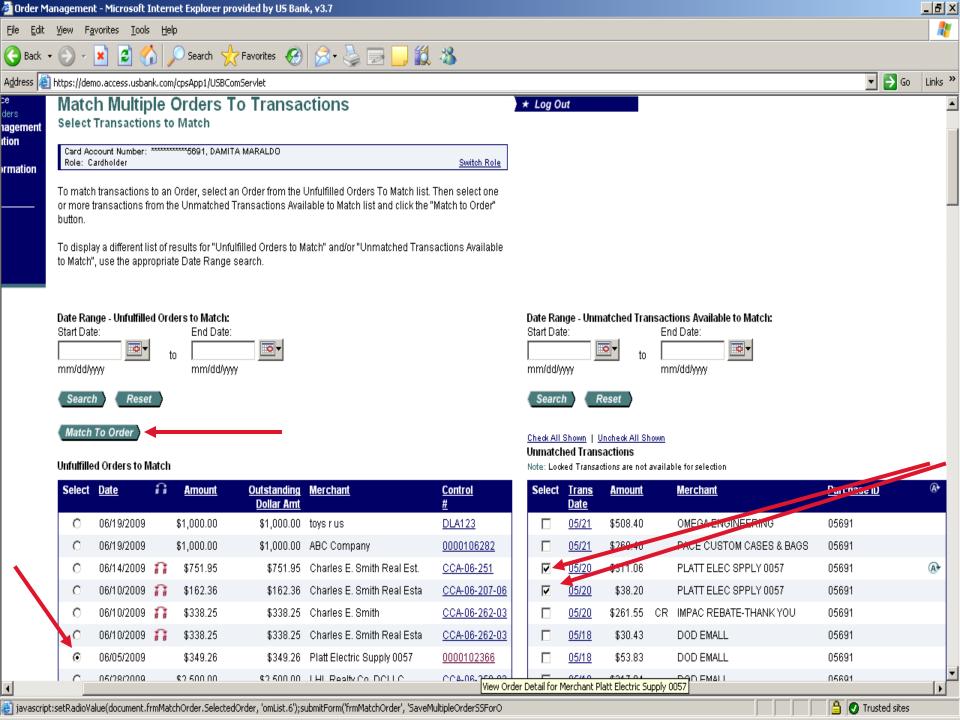


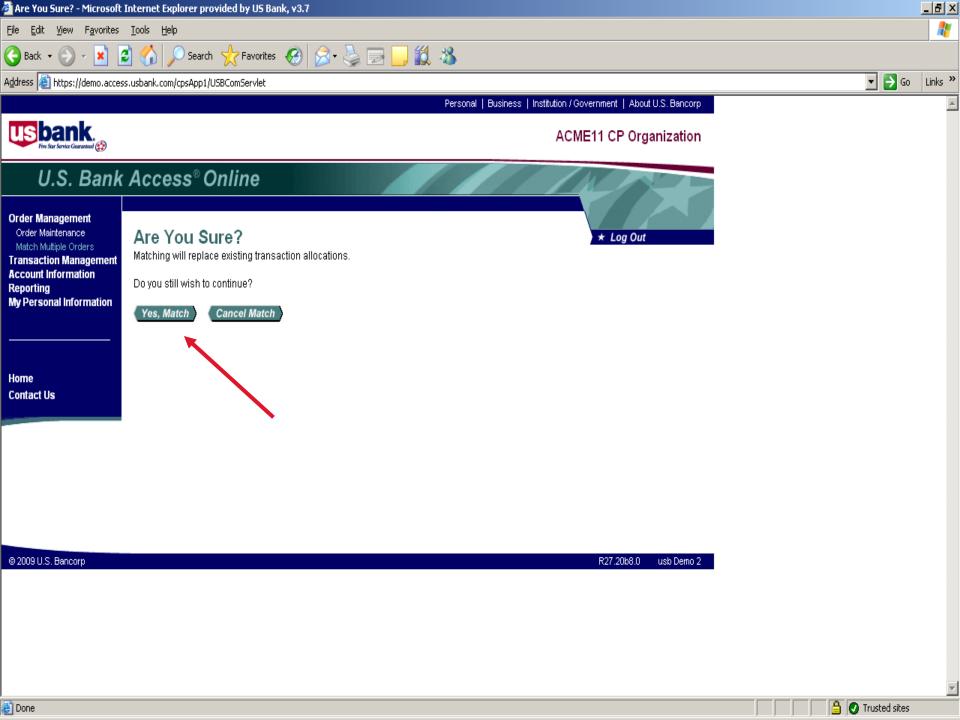


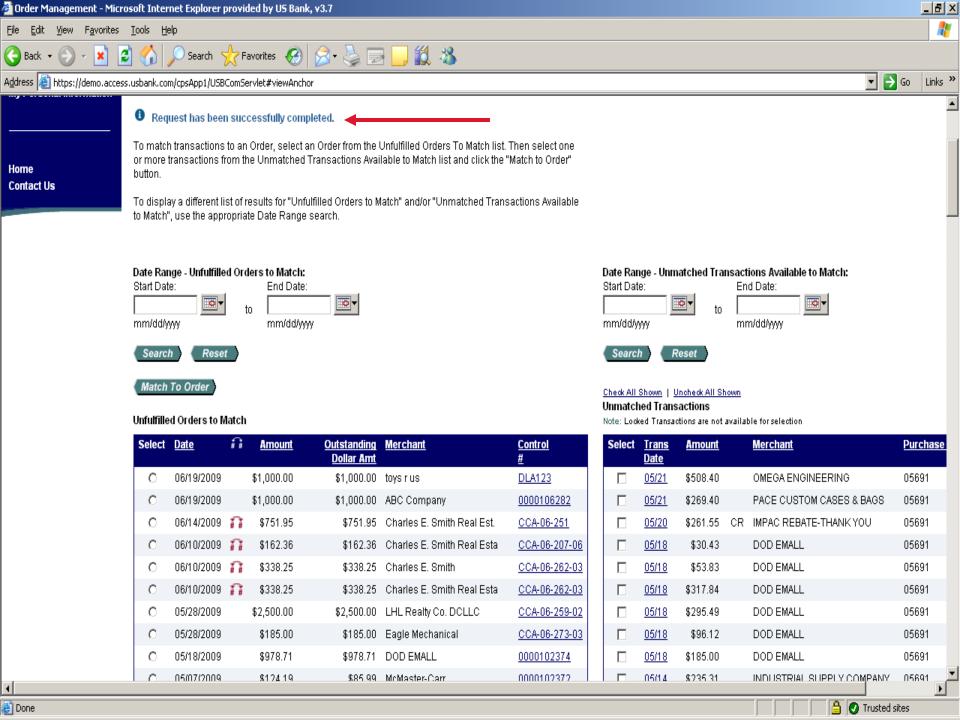
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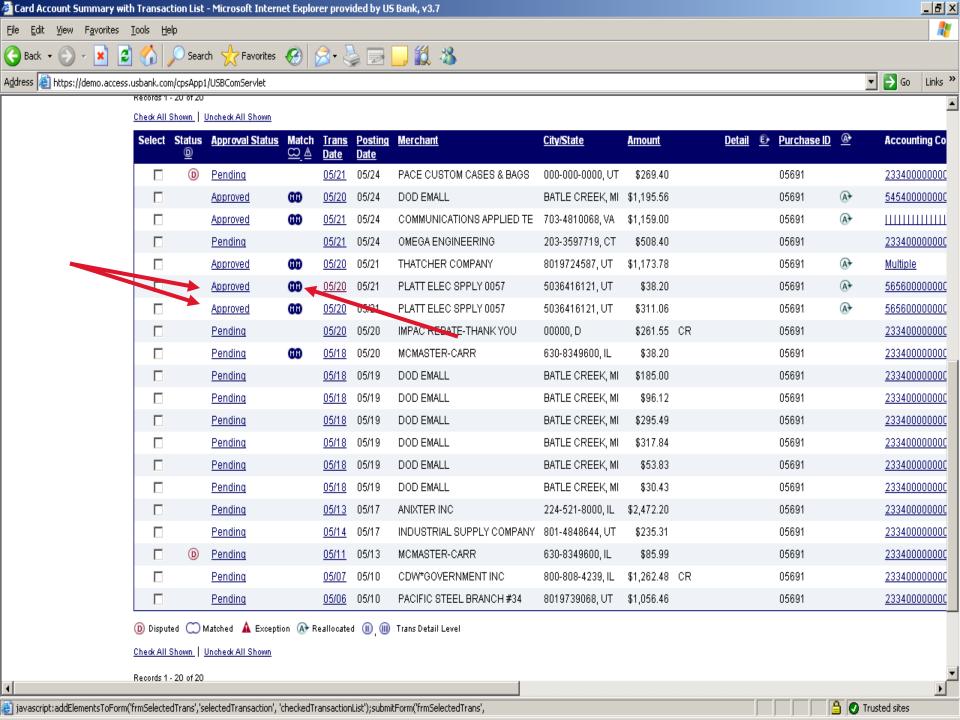






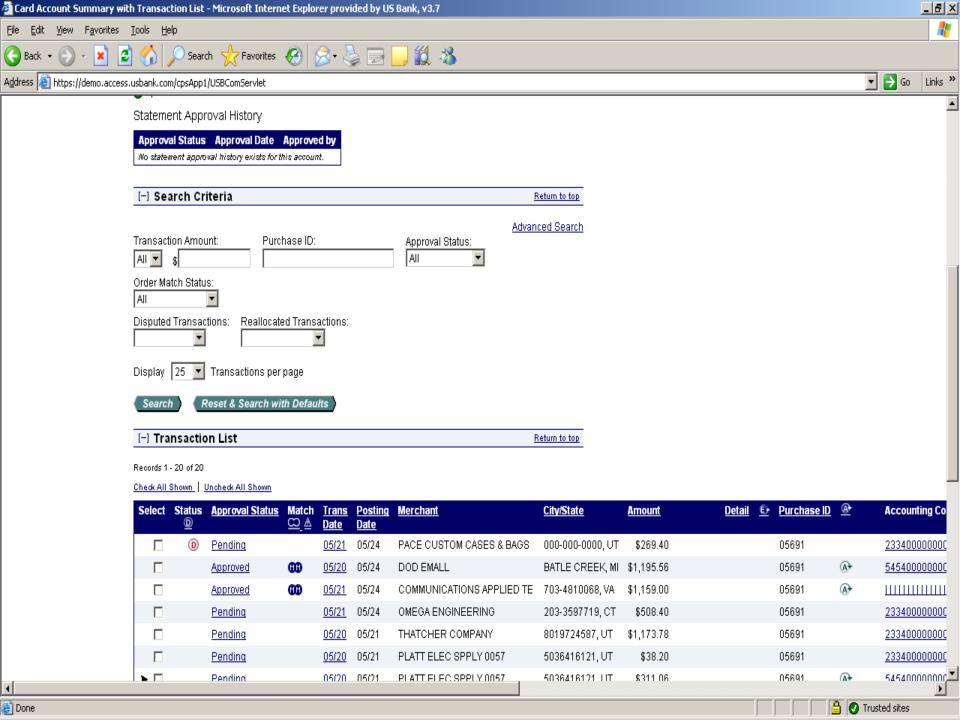


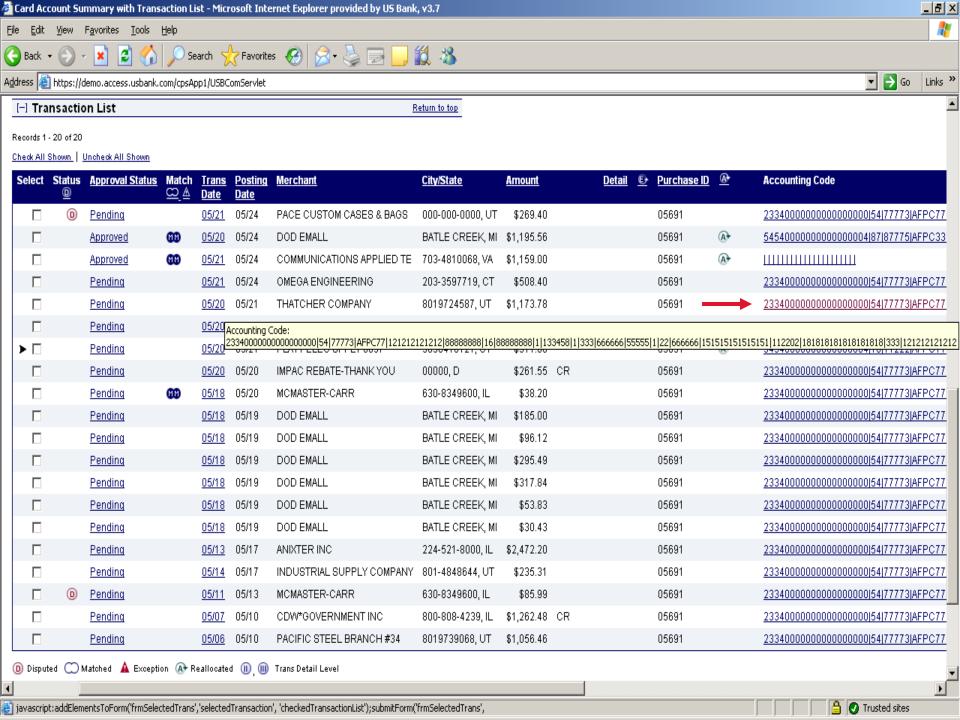


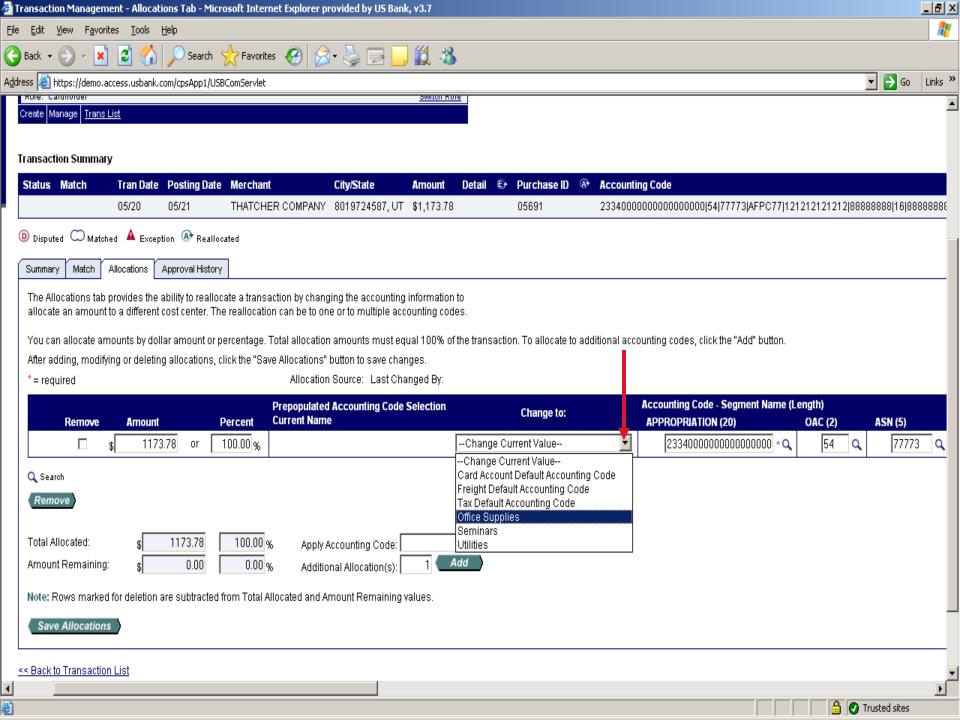


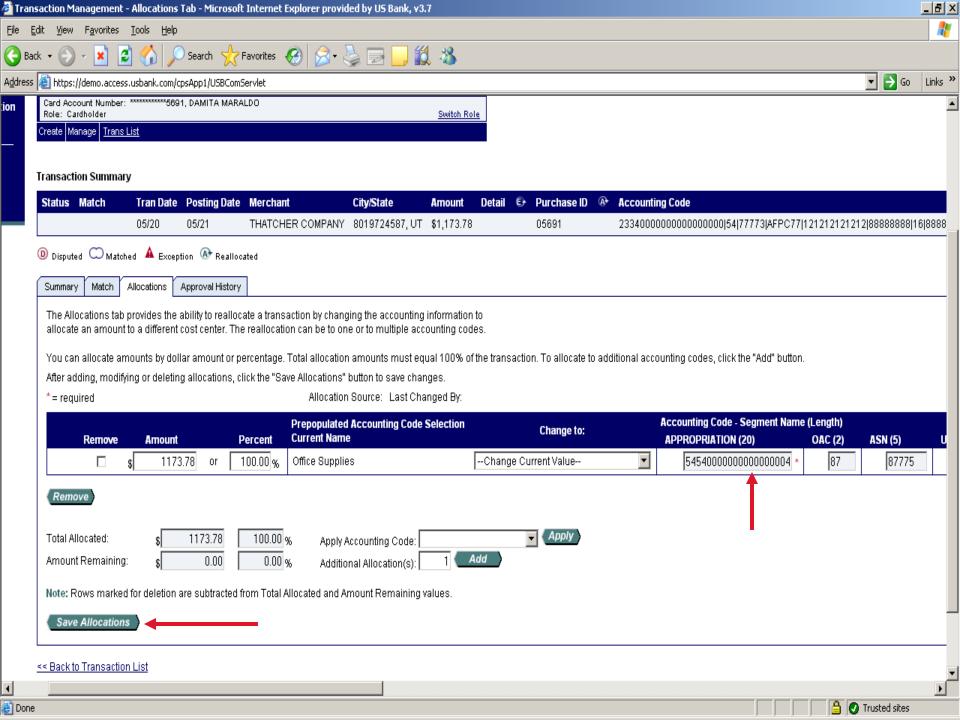
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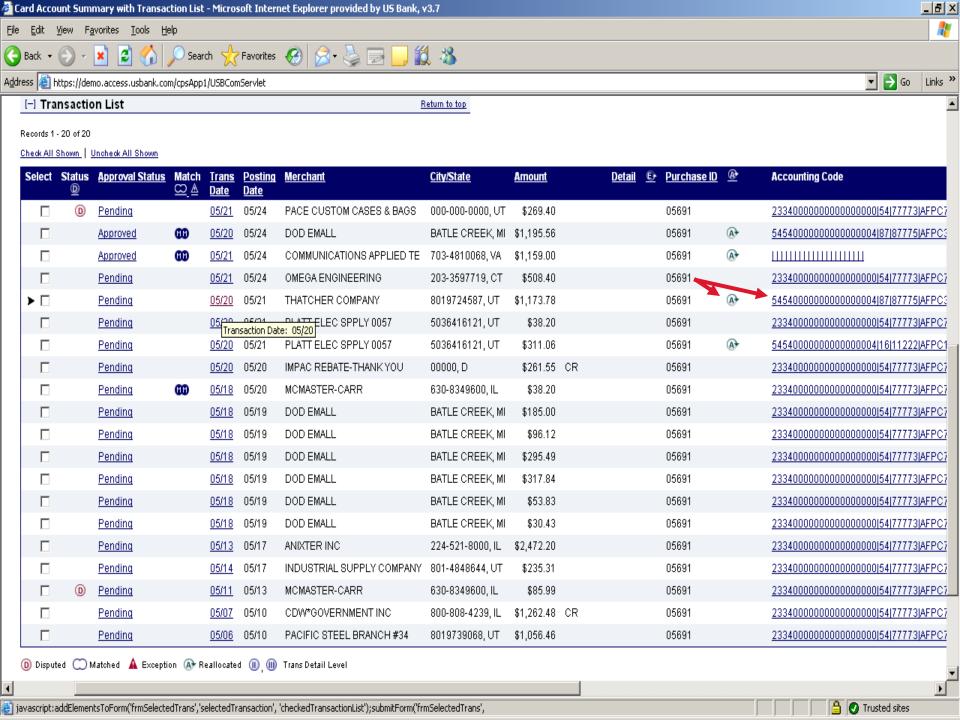






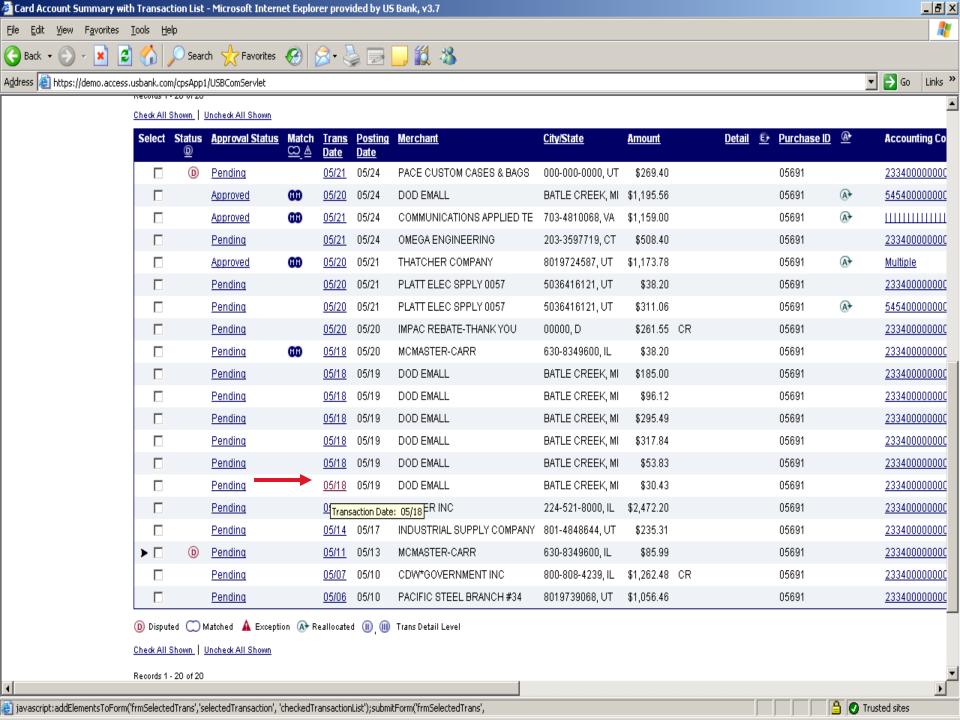


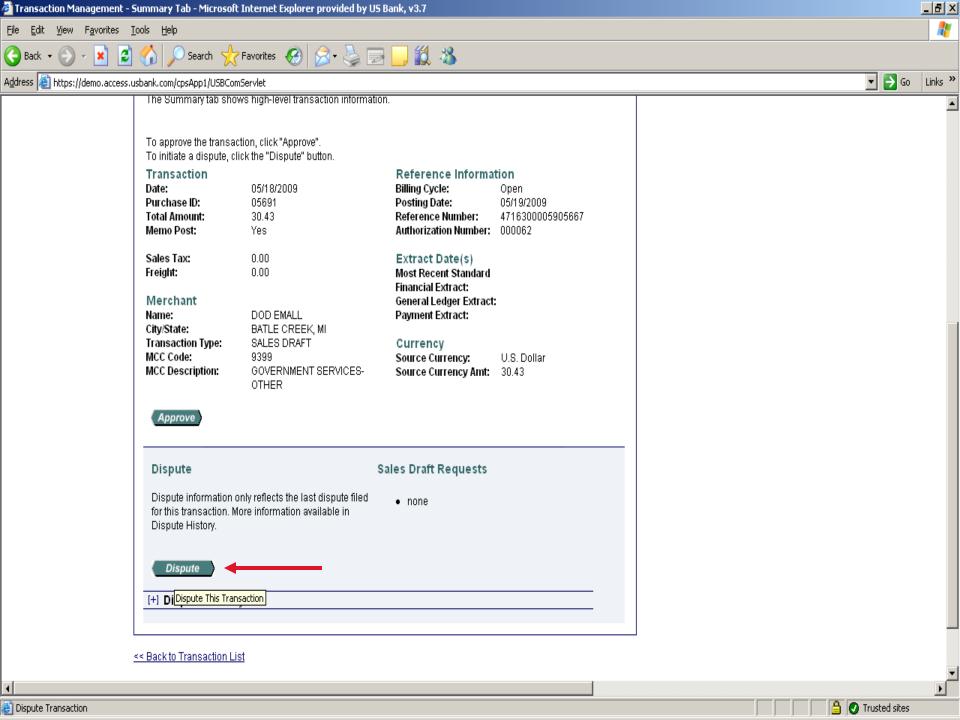


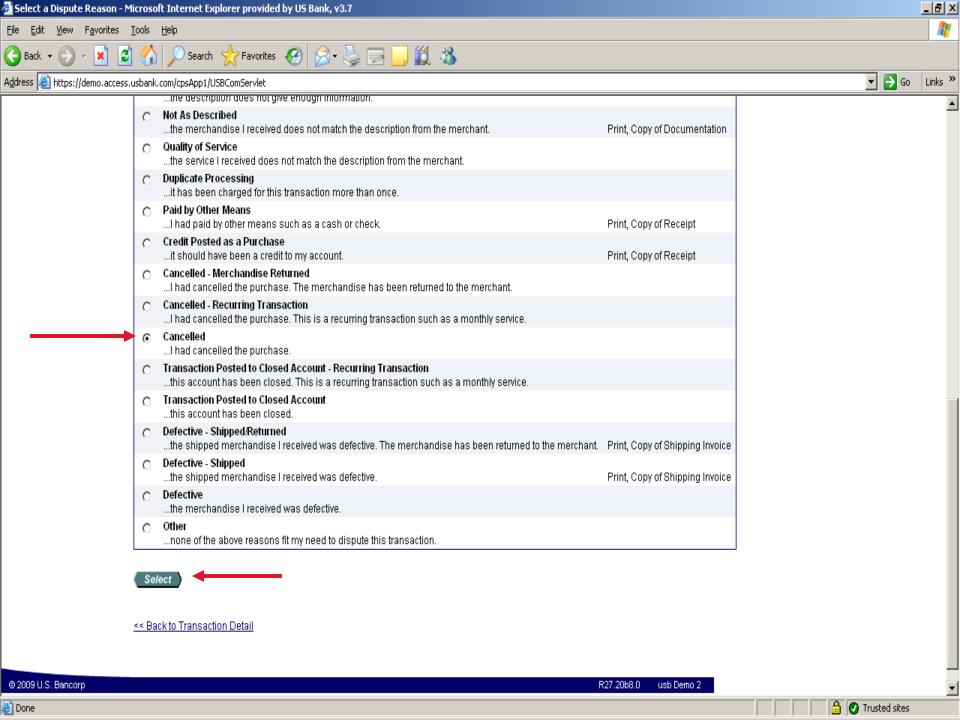


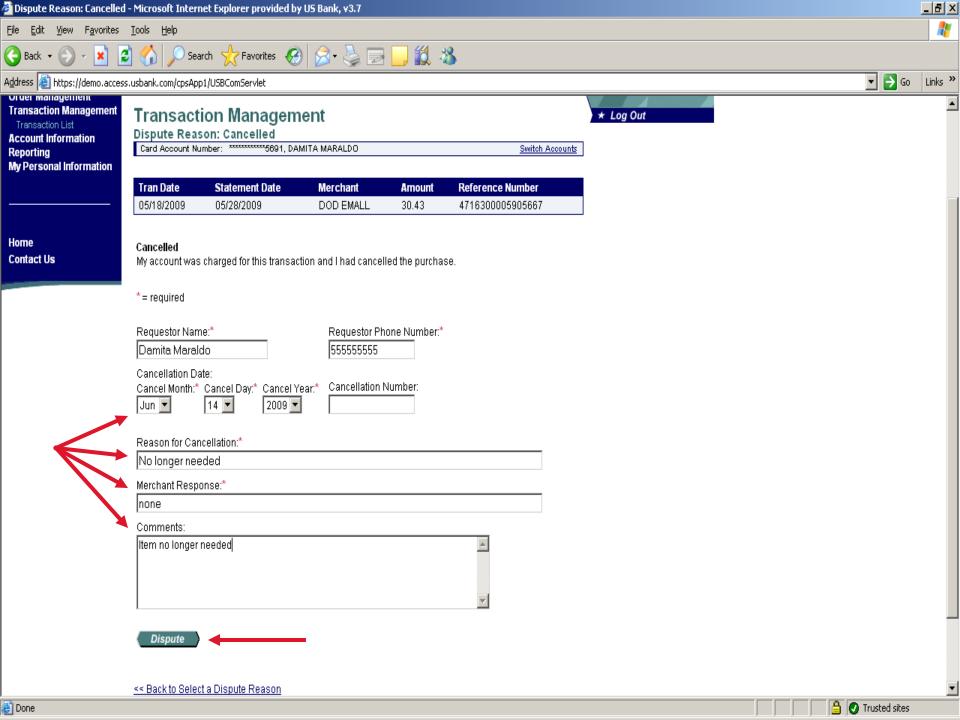
#### **Disputing a Transaction**

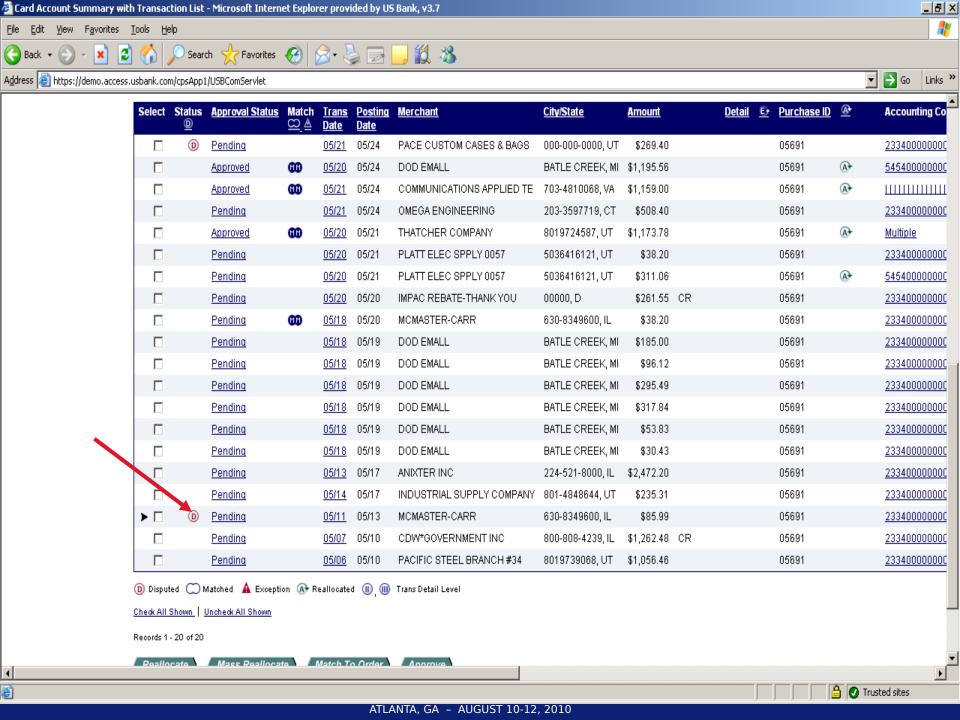






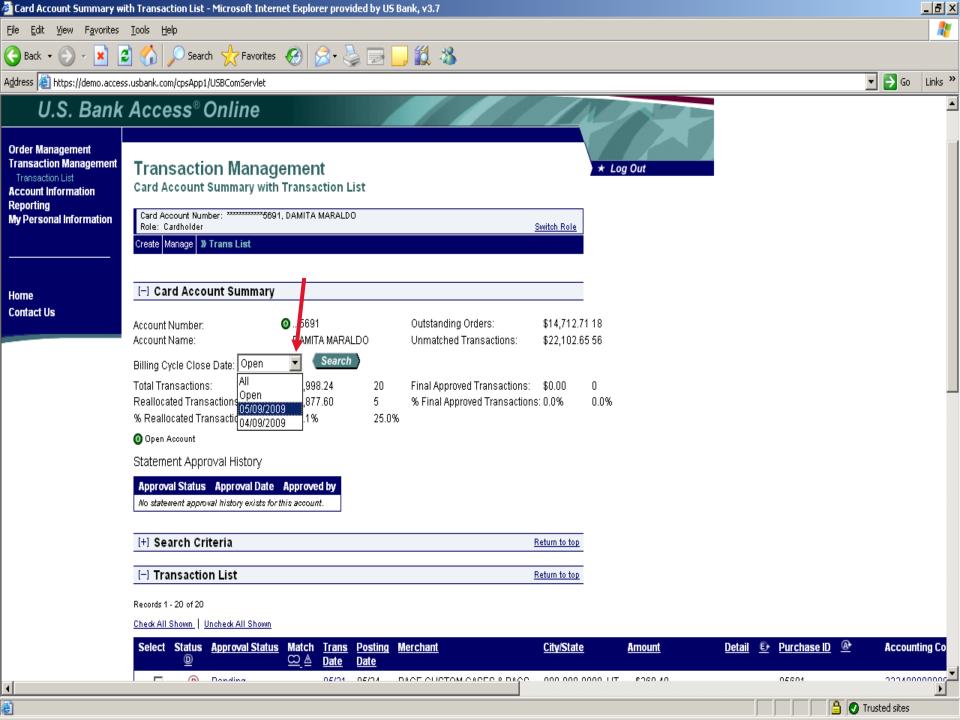


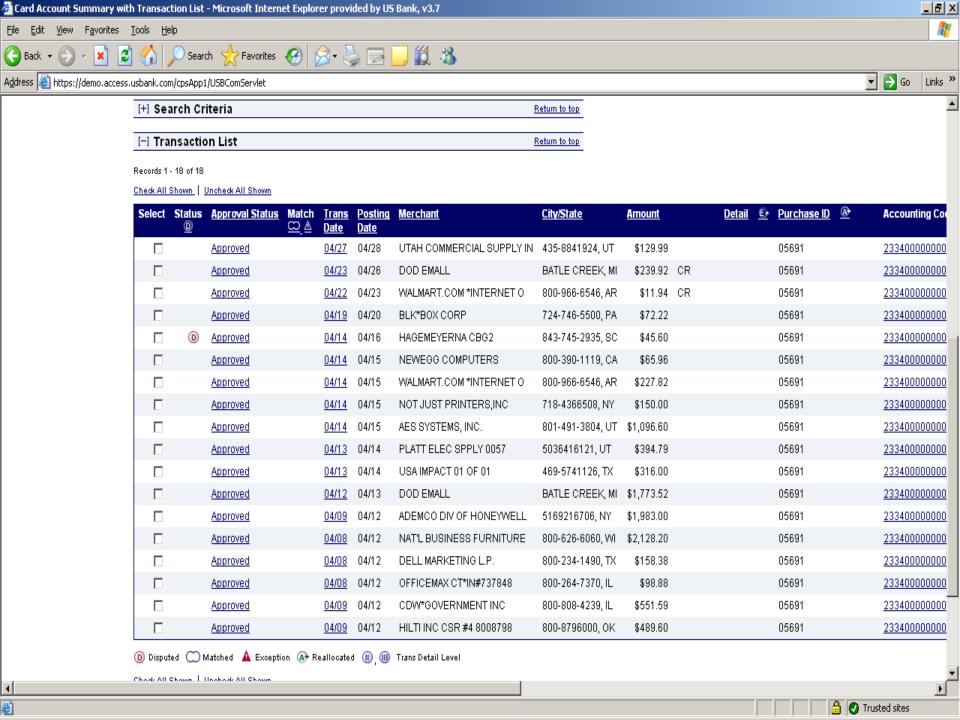


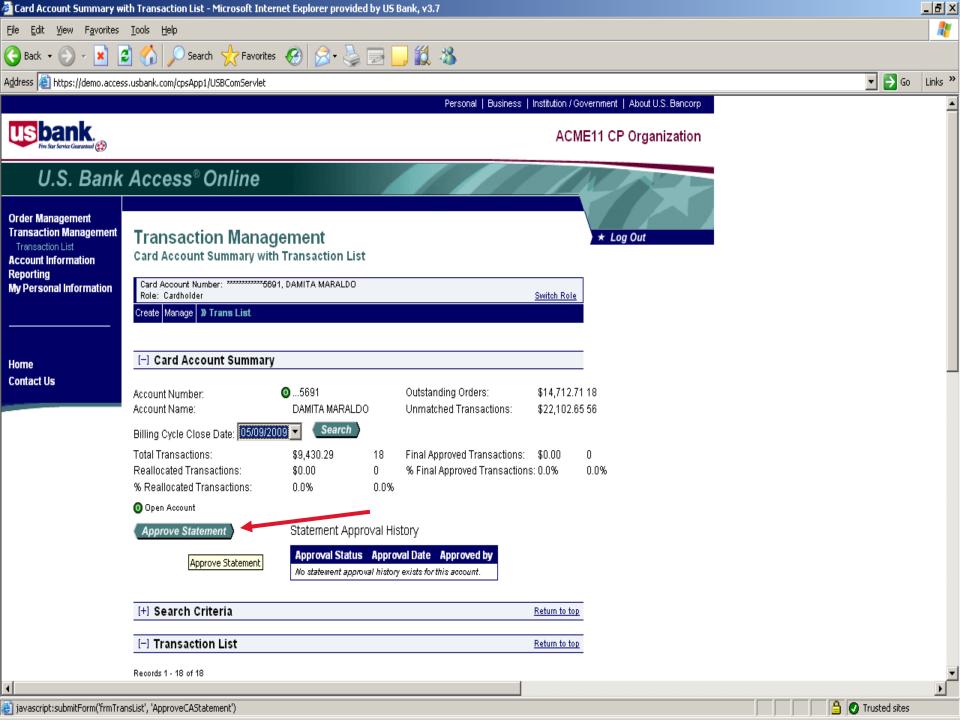


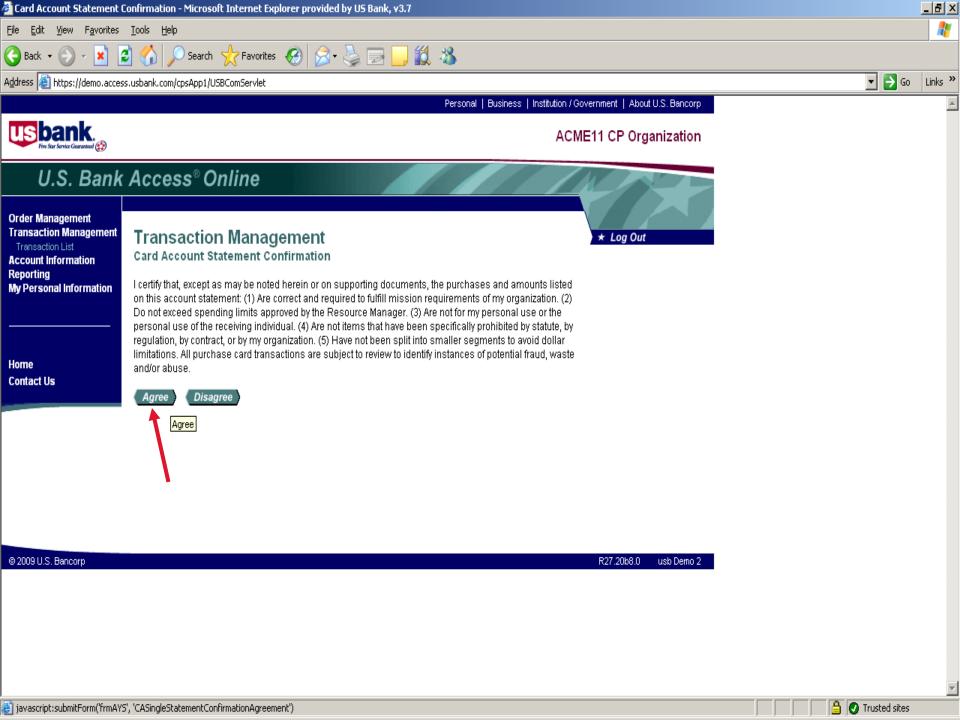
## Approving a Cardholder Statement

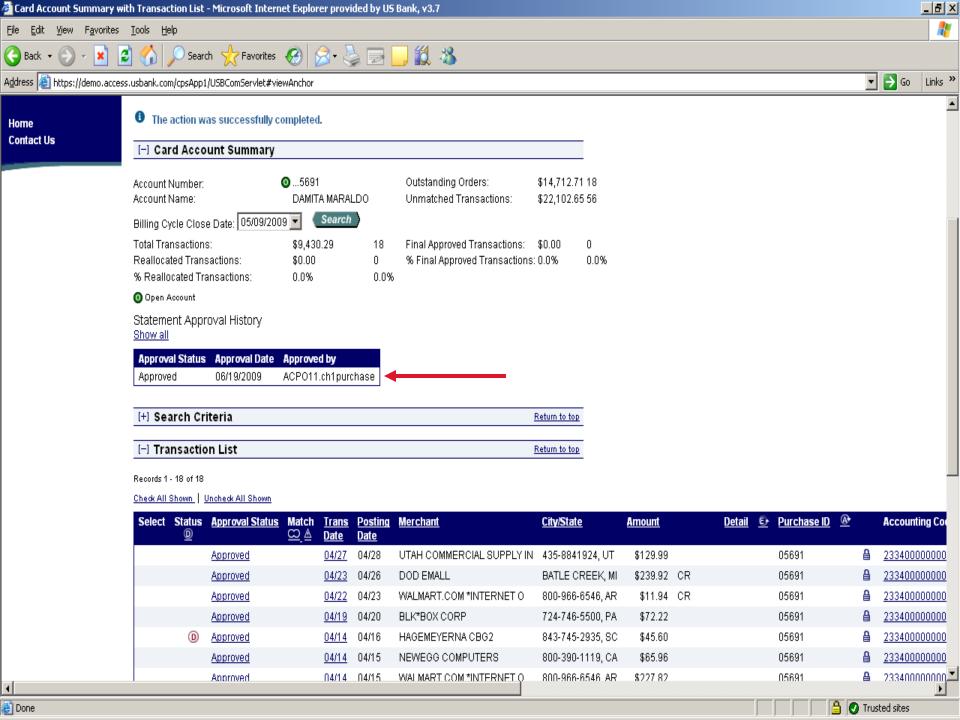






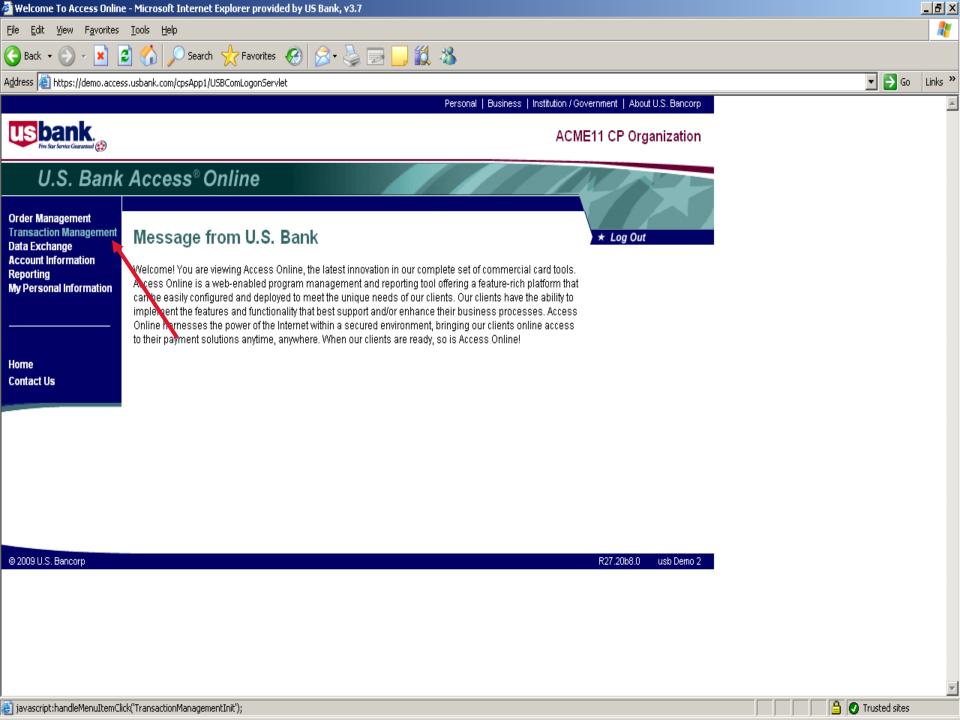


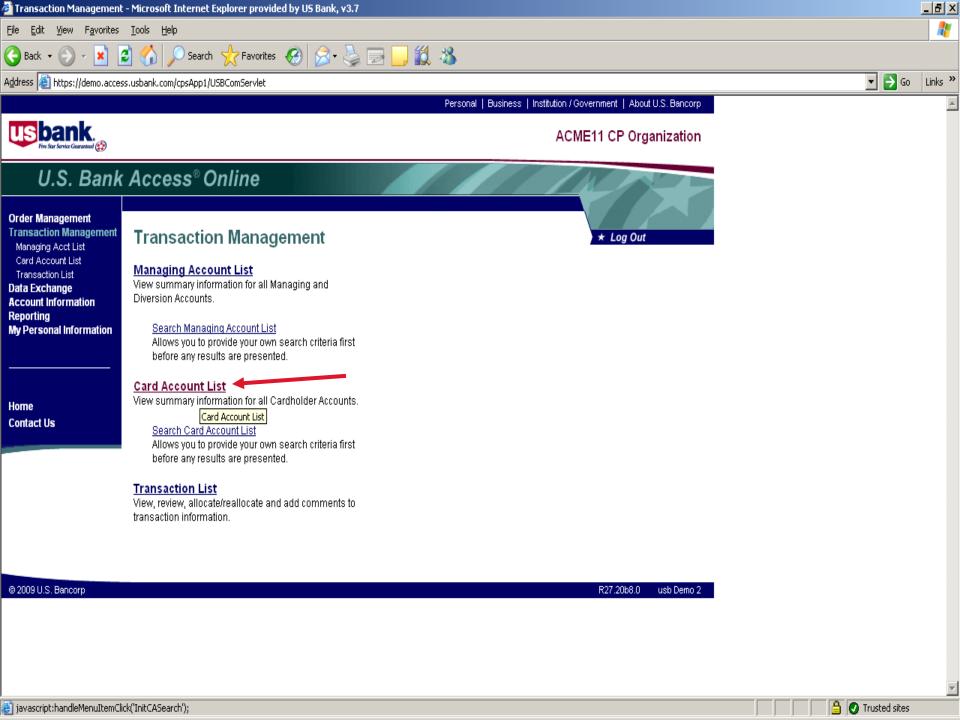


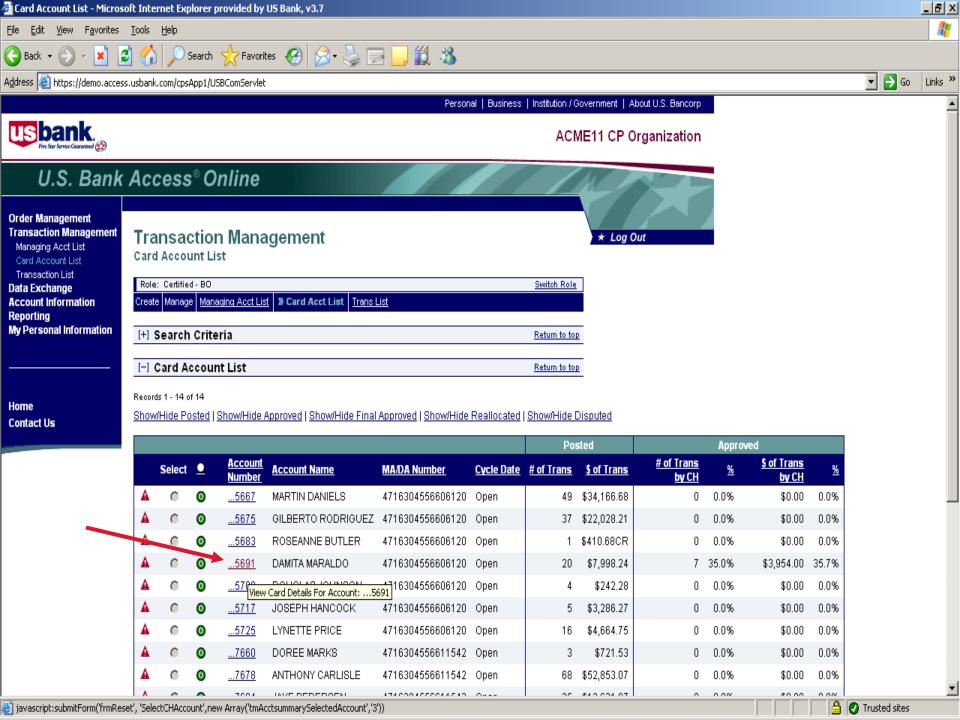


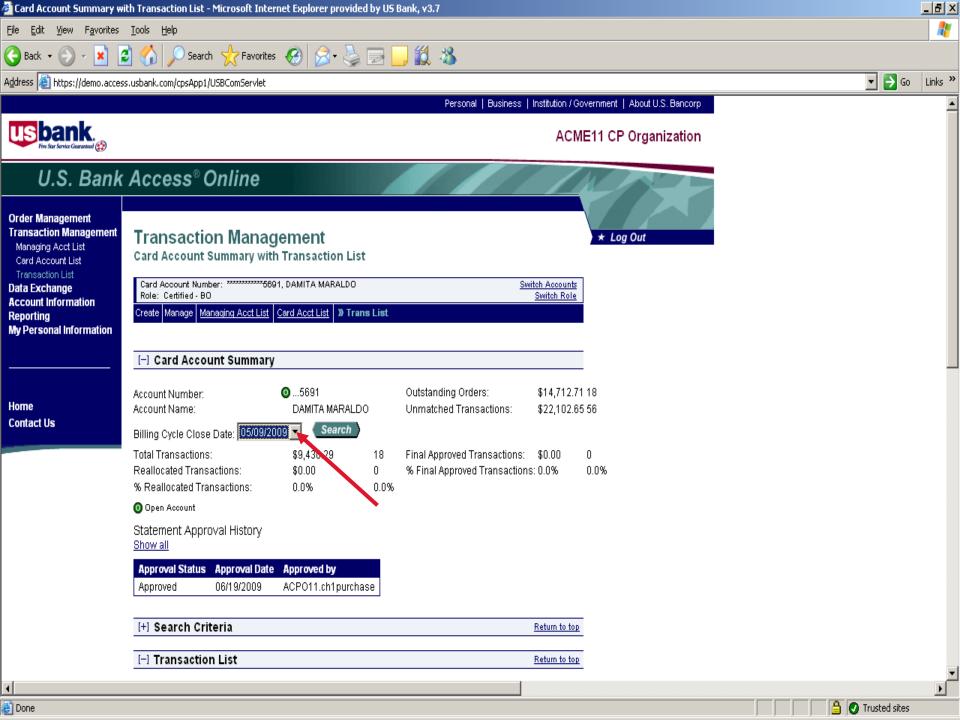
#### Rejecting a Transaction Back to a Cardholder

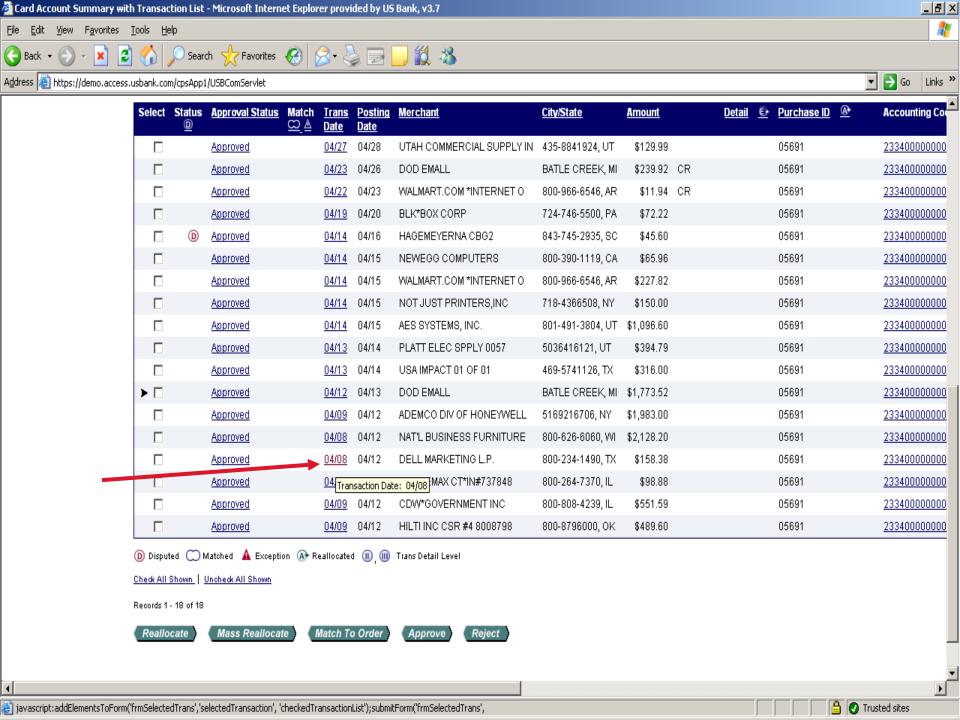


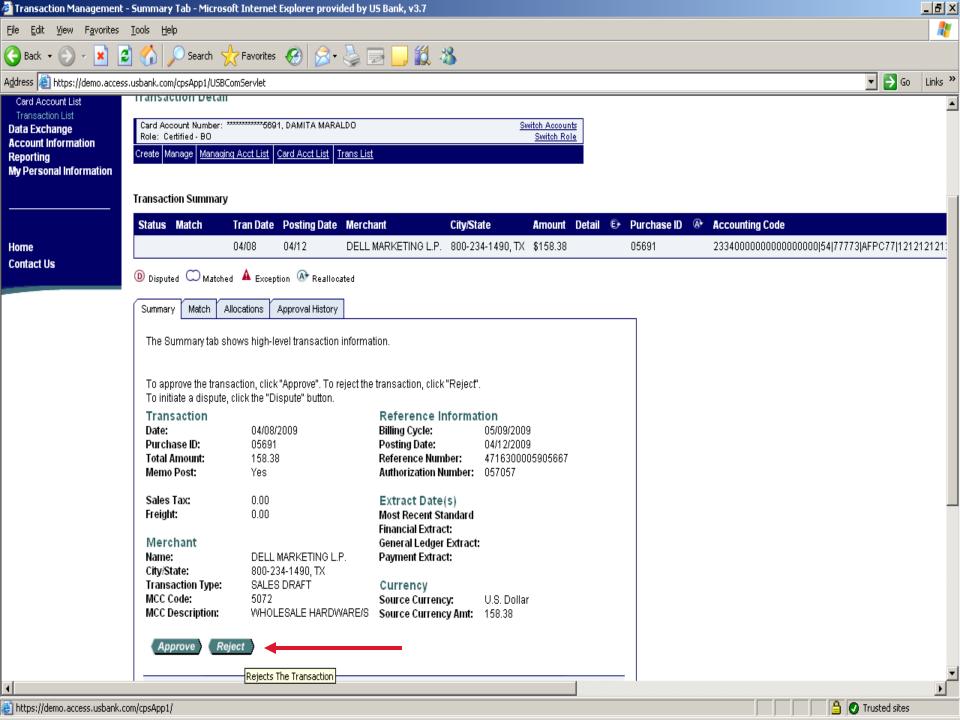


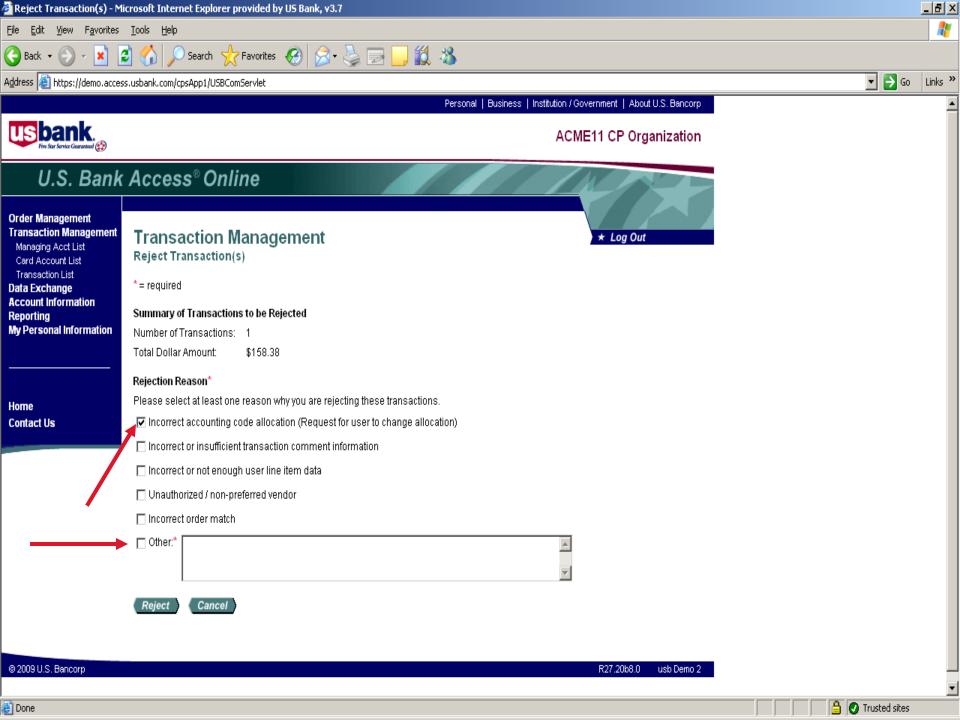


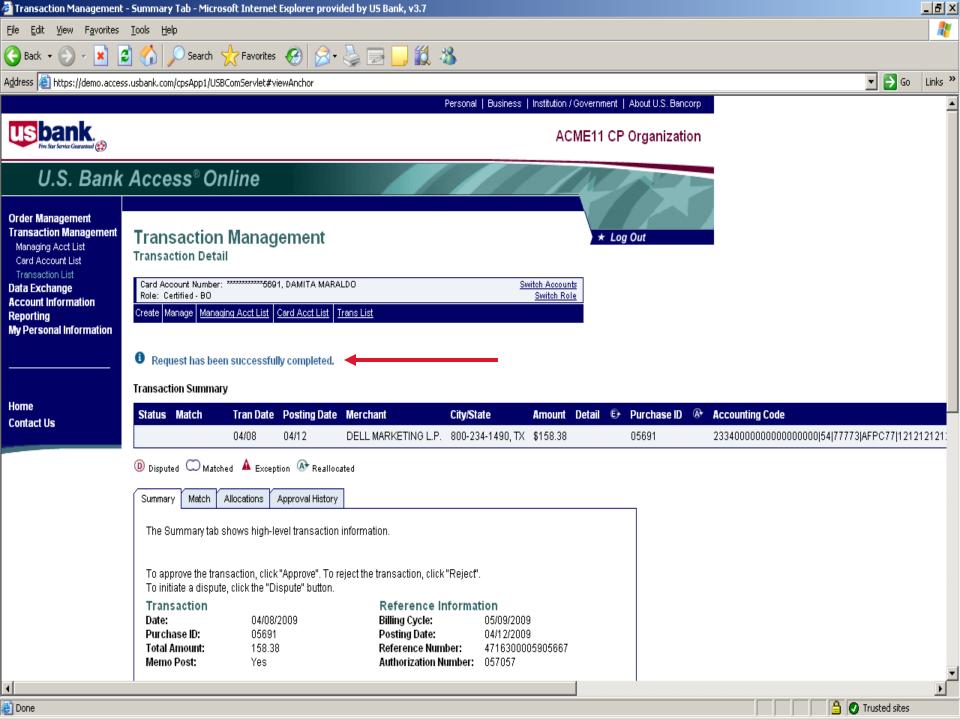


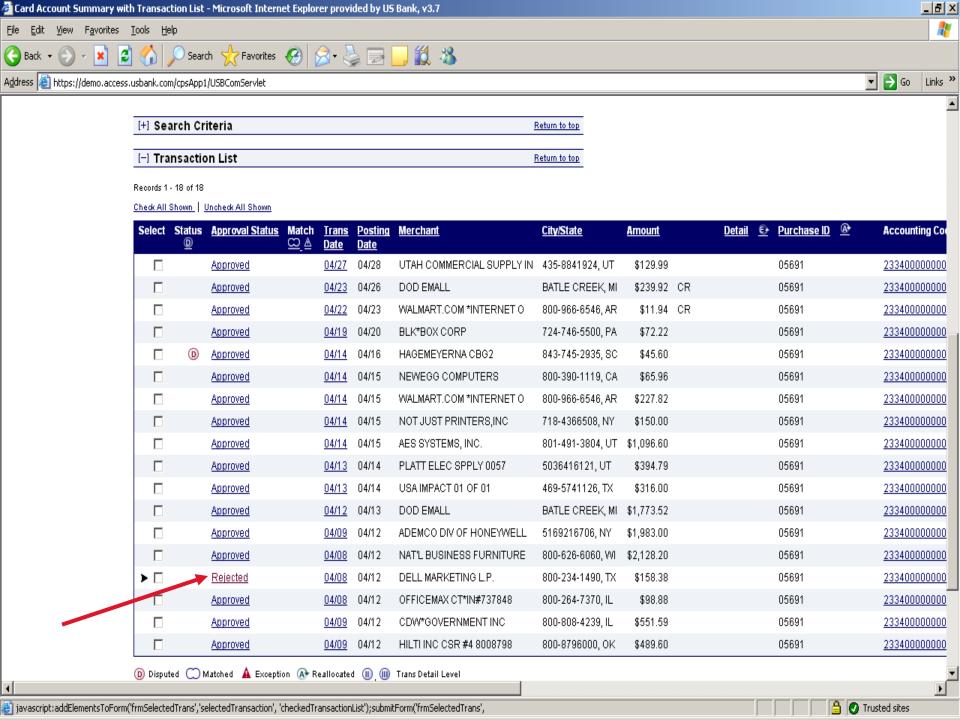






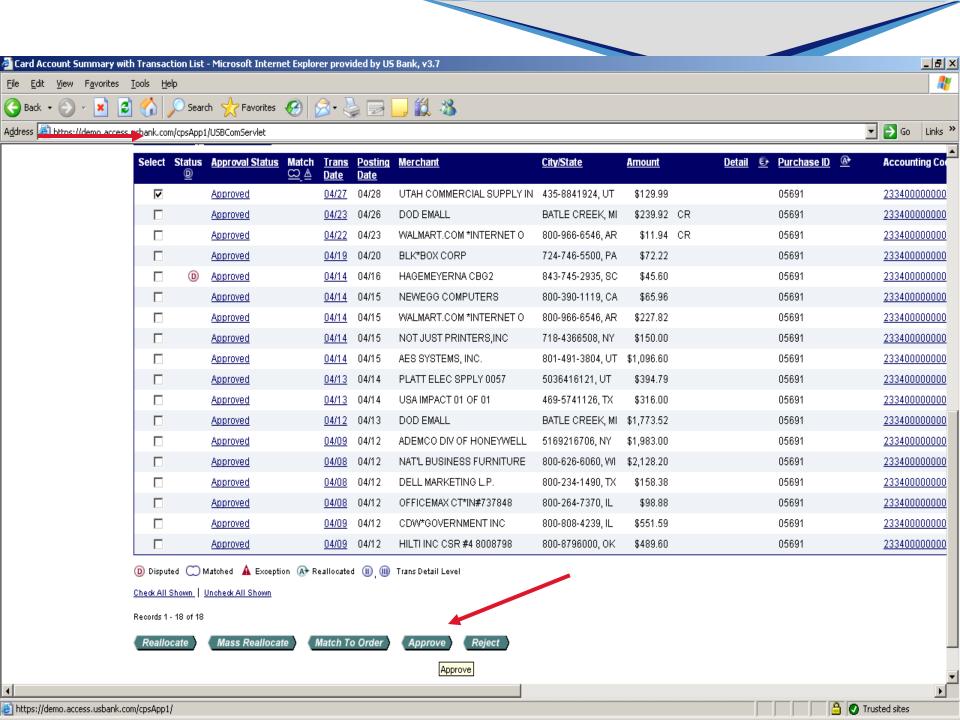


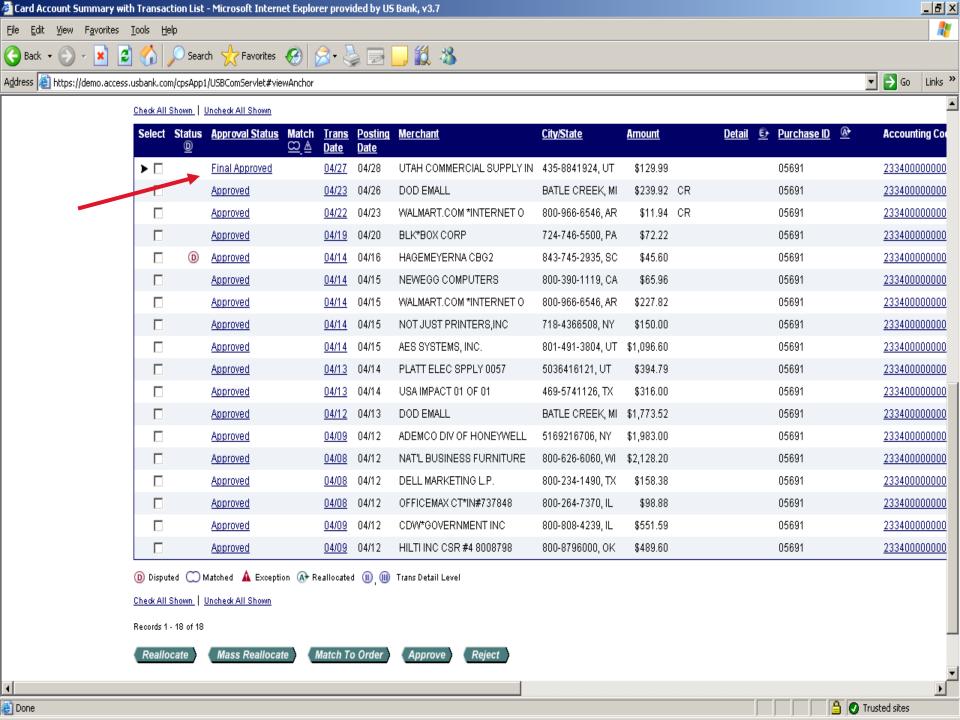


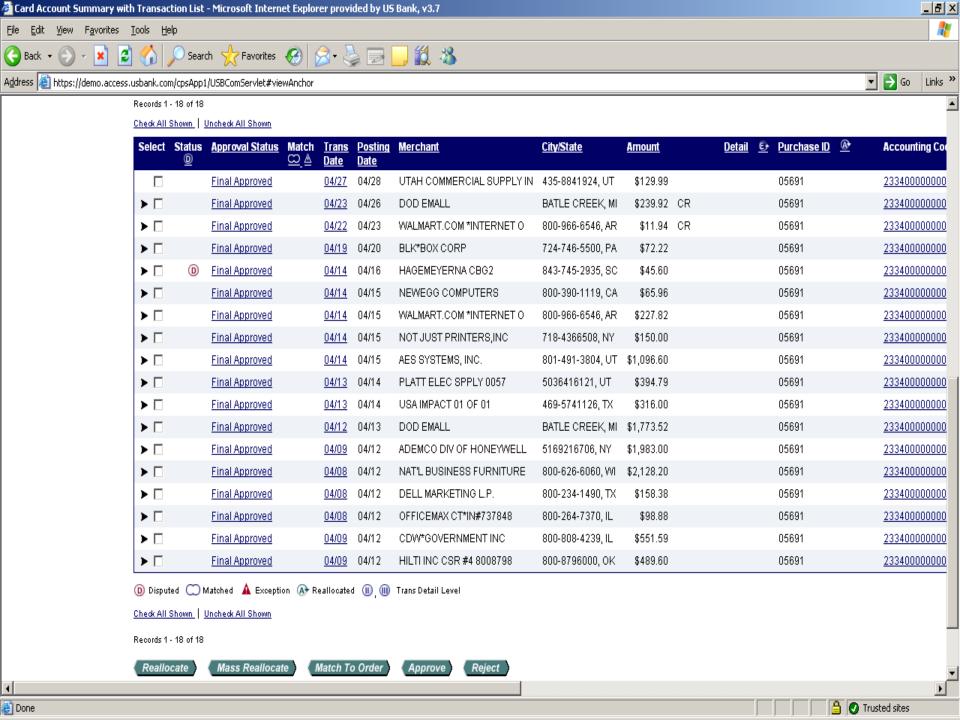


# Final Approving Transactions



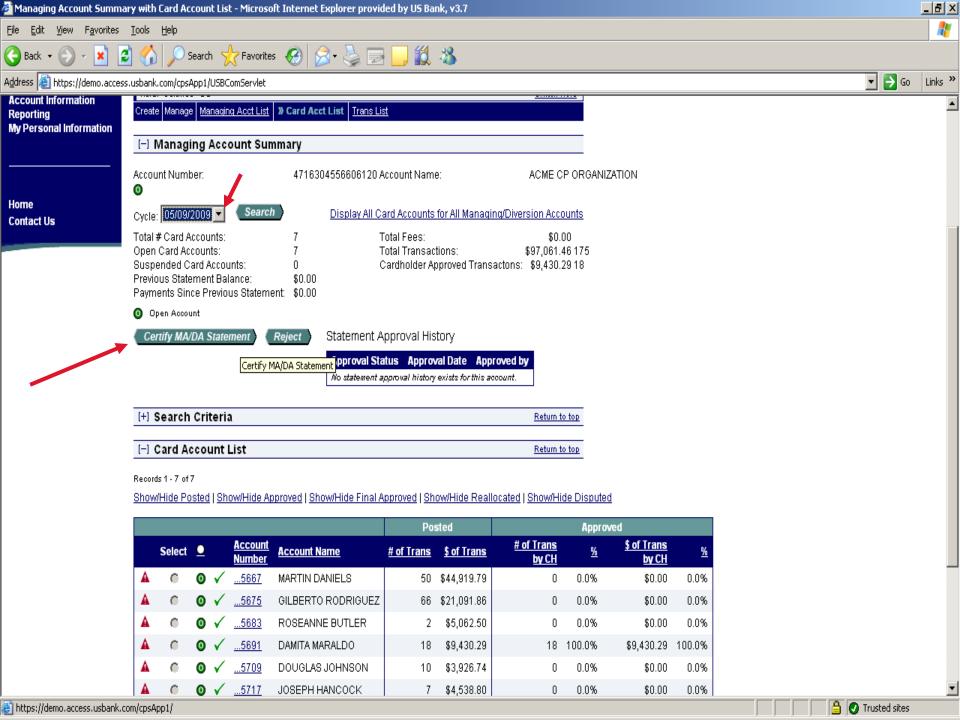


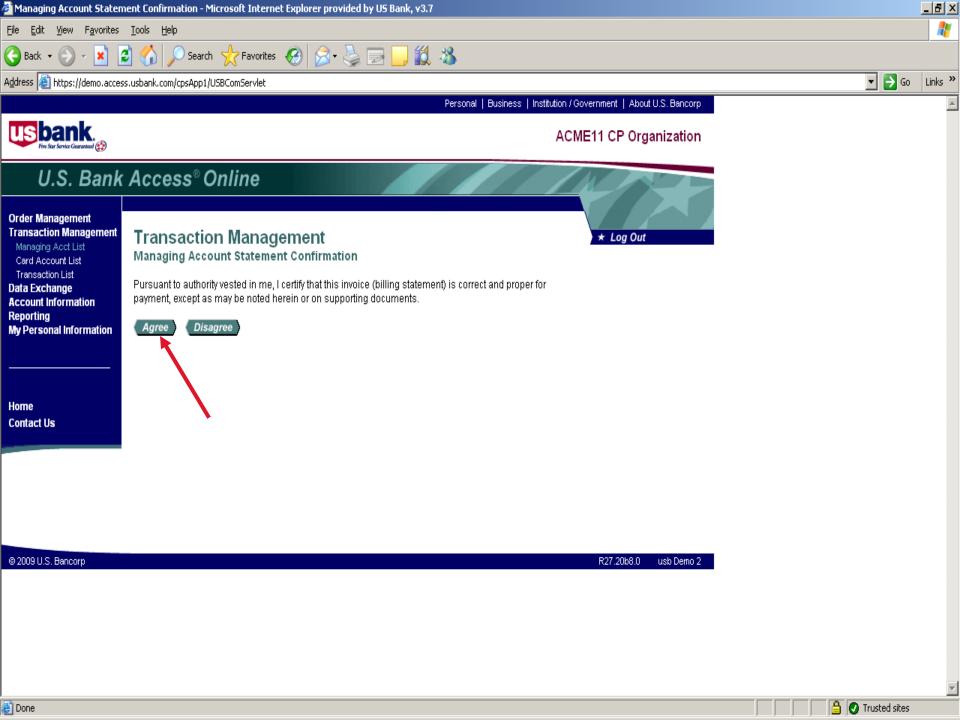


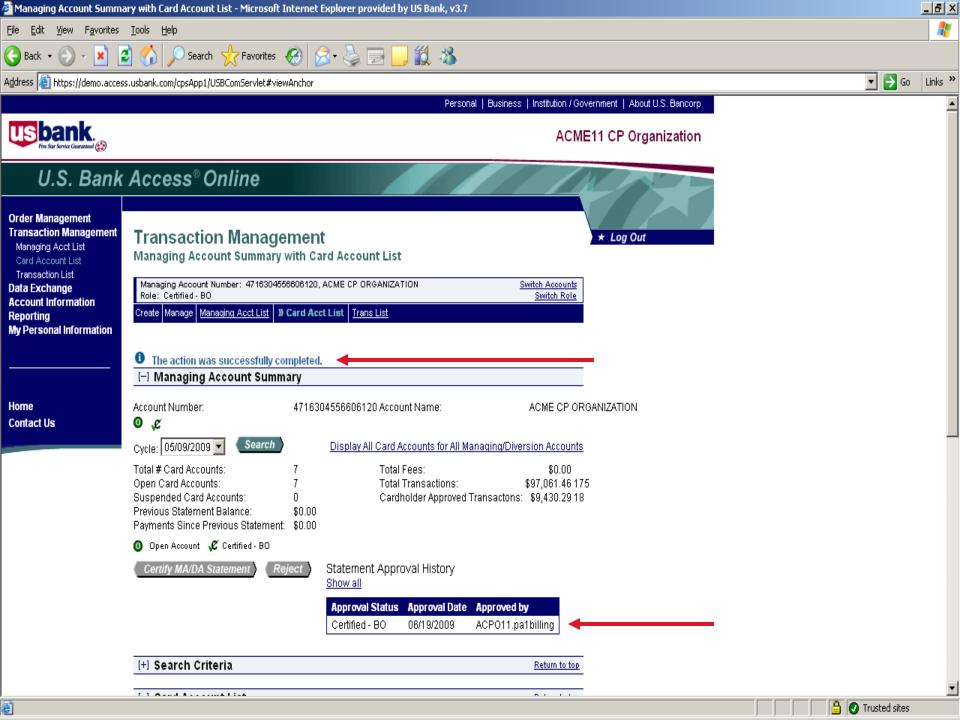


#### Certifying a Managing Account Statement



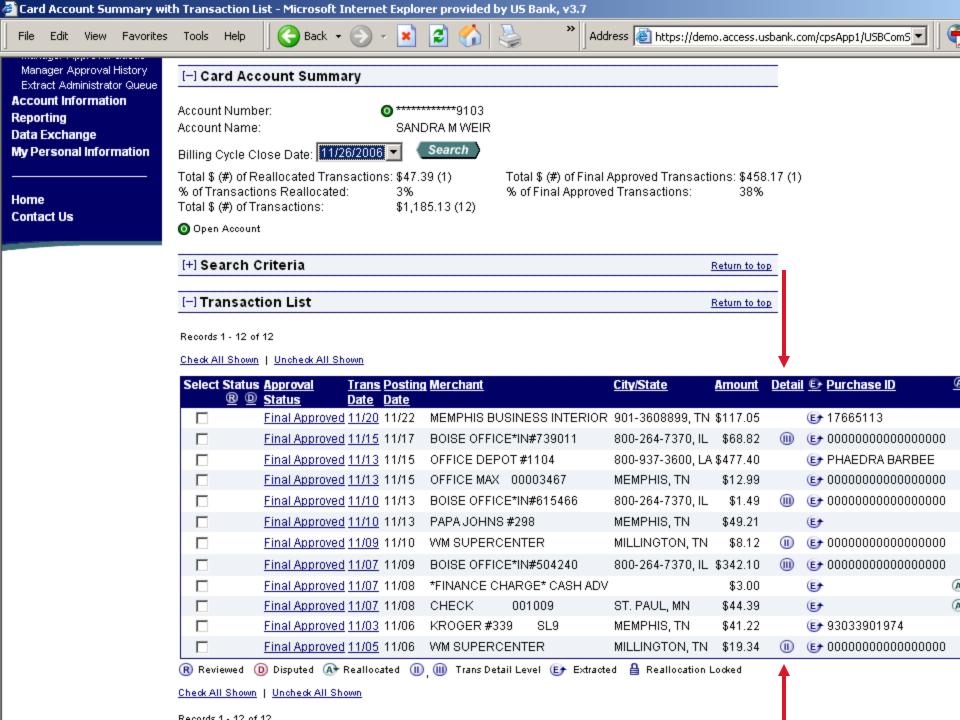


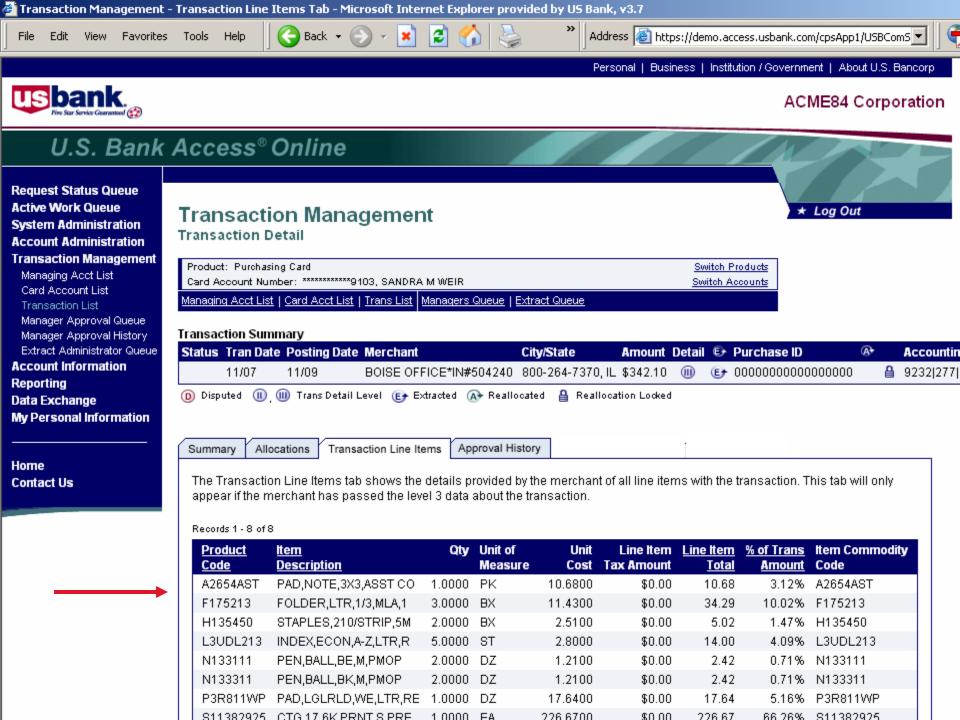




#### **Line Item Detail**







### **Web-based Training**



- URL is https://wbt.access.usbank.com
- Passwords Sent to Level 3 A/OPC Every 60 Days
- Lessons
  - Transaction Management, Account Approval Process, Order Management Set up, Order Management, Viewing Statement
- User guides
- Quick reference guides
- Simulations
- Recorded classes



#### A/OPC and Financial Manager Reports

- View-only capability
  - Transactions
  - Approvals
  - Certifications
- Reports
  - Full Transaction and Order Detail (BO/CH)
  - Transaction Detail (BO/CH)
  - Order Detail (BO/CH)
  - Transaction Approval Status
  - Managing Account Approval Status







### Thank You

Presentations will be available on

www.usbank.com/sp2presenta

**tions** 

after the conference

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